

SMALL BUSINESS MANAGER

DEFINITION

Plans, organizes, directs, and coordinates the activities of various outreach development programs focused on increasing the contractor and labor pool and improving the process by which outside firms conduct business and obtain school building construction or procurement contracts with the District. Facilitates small business participation in the District's contract-supported programs.

TYPICAL DUTIES

- Develops and maintains partnerships with District representatives, small businesses, trade unions, and community and faith-based organizations to help support participation in the school building construction program.
- Directs programs that provide District-wide access to pre-apprenticeship construction training and placement in unionized apprenticeship programs for local residents.
- Directs the development, marketing and execution of seminars and/or symposiums for contractors, architects, engineers and construction management professionals, and goods and services providers to increase competition.
- Composes and directs staff in the preparation of publications, press releases, research and briefing documents, summary sheets, marketing materials, small business utilization and other reports.
- Analyzes the impact that proposed District policies may have on small businesses, local workers, and contractor participation in school contract-supported programs.
- Directs and reviews the establishment of records and the preparation of required reports to comply with law, governmental regulations, and District policies and rules.
- Develops management reports regarding the Division's performance in achieving the District's Small Business Enterprise participation goals for senior management, the Board of Education, and other government entities.
- Monitors and reports on the progress of the We Build, Small Business Boot Camp, and Contractor Bond Works programs to Facilities and operations personnel, the Citizen's Bond Oversight Committee, and the Board of Education.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Small Business Manager directs the development and implementation of various outreach programs and activities to increase the contract and labor pool of outside construction companies competing for LAUSD bond-funded construction, architecture, engineering, professional service contracts, and goods and service providers.

The Director of Procurement Support plans, organizes, and directs the activities of a multi-section department in the Labor Compliance Program on District Public works projects, Small Business Outreach, Project Labor Agreement, and other support services.

SUPERVISION

The Small Business Manager receives administrative direction from the Director of Procurement Support or a higher-level administrator and provides general supervision to professional, technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- California state laws, rules, regulations, and codes relating to public contracting processes and school construction
- Public contracting processes including requests for proposals, request for qualifications, low-bid procedures, design-build, and best value public works construction contracting principles
- Participation barriers confronting small businesses in construction, architecture, engineering, other professional services, and other goods and services in obtaining school building construction contracts
- Project Labor Agreement (PLA) use in public works projects specifically pertaining to local hire and apprenticeship training
- Ethnic, cultural, and geographic diversity of the Los Angeles business community
- Technical assistance resources for small businesses
- District policies and procedures
- Public relations and business outreach principles and practices

Ability to:

- Anticipate and provide solutions to barriers and challenges confronting small businesses and local workers
- Develop programs for high school students to cultivate employable skills in related industries
- Build awareness of the District's school construction and modernization program and other District programs requiring contract support
- Communicate effectively both orally and in writing
- Make decisions under pressure
- Represent the District in a professional manner
- Develop and execute strategies to enhance the competitive capacity of Small Business Enterprise firms

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business administration, public administration, construction management, engineering, architecture, or related field.

Experience:

Four years of management experience managing business development and outreach, project/program management, financial services, or public and governmental relations activities in a construction, architectural, engineering, public works, or the supplying of goods and services programs.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
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