



# HSU Sponsored Programs Foundation

## Job Announcement

*This is not a state position*

**Job Title:** Project Administrator

**Wage:** \$72,000 - \$82,000/yr. depending on experience. This is a Full-Time, 12-month, Exempt position. Job offers a competitive benefits package including group health, dental, vision, and retirement after one year.

**Project:** Caltrans Disadvantaged Business Enterprise (DBE) Support Services, a project of the Northern California Procurement Technical Assistance Center (PTAC)

**Location:** Sacramento, CA

**Supervisor:** PTAC Program Director

**GENERAL INFORMATION:** The Caltrans Disadvantaged Business Enterprise Support Services (DBE/SS) is a small business outreach and assistance program that will be operated by the Northern California Procurement Technical Assistance Center (PTAC) in Caltrans Districts 1, 2, 3 and 4 tentatively beginning June 2018. The Norcal PTAC is part of Humboldt State University's Sponsored Programs Foundation and is hosted by the Northern California Small Business Development Center (SBDC). Norcal PTAC serves the business community in northern California with non-credit government contracting education and consulting. Humboldt State University has hosted the PTAC program since 2013.

This position is a full-time, 12-month appointment. While continuation of this position is a priority for years to come, funding for the position is secure for 24 months—June 2018 through June 2020. This is not a state or federal position.

The purpose of the Caltrans DBE/SS program is to increase the total number of certified DBE firms active in the federal-aid highway construction industry and contribute to their growth and eventual self-sufficiency.

Caltrans SDBE/SS program will also provide services to help develop, or improve, immediate and long-term business management skills as well as increase the DBE firm's capacity, record keeping, financial, and accounting capabilities. Development of these skills will expand opportunities for DBE firms to participate in a variety of highway-related work and handle increasingly significant projects.

**DUTIES:** Under the general supervision of the PTAC Program Director, this position is responsible for the planning, implementation, oversight and reporting on the Caltrans DBE/SS program. This position will be responsible for the day-to-day operations of the DBE/SS program and will interface on a regular basis with Caltrans management. As the Project Administrator, this position will work with and coordinate services between a variety of partners in the highway construction industry and technical assistance providers. This position involves a high level of detail management and analysis. The Project Administrator will also spend a portion of his/her time working directly with DBE clients.

### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

- Regular communication with Caltrans and PTAC Program Director regarding progress of program;
- Responsible for maintaining project budget and working with Fiscal Director to process, track and reconcile expenditures including payroll and contractual expenses;
- Responsible for meeting or exceeding program milestone goals;
- Track and follow up with client progress, analyze progress made over time;
- Prepare monthly, quarterly and annual reports for Caltrans in a timely manner;
- Analyze upcoming federal-aid projects and identify the skills and qualifications required for these projects; develop a list of tasks and competencies required in order for primes and subcontractors to complete projects;
- Track calendar of deadlines for multiple program objectives—communicate deadlines to staff and contractors and be responsible for meeting deadlines;

- Work in close coordination with business consultants, subcontractors, and members of the PTAC to provide appropriate business training and coaching for each DBE firm;
- Oversee the development and use of online client database;
- Assist with creation of curriculum (handouts, slide decks) for DBE training;
- Act as primary point person for partnerships with the DBE program; seek out and memorialize partnerships within highway construction industry, minority business organizations, bonding, banking and insurance organizations;
- Oversee the development and use of marketing materials;
- Oversee DBE/SS participant evaluation of program.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Understanding of the federal DBE program;
- Understanding of the highway construction industry;
- Possesses the ability to prioritize, coordinate and complete tasks using independent judgement, accuracy and speed;
- Experience with business training, coaching or consulting;
- Shows ability to establish and maintain strong relationships with variety of stakeholders;
- Experienced with computer word processing and spreadsheet applications.
- Must have prior experience maintaining fiscal and programmatic records. Understands budgeting and accounting principles and practices.

#### **PREFERRED QUALIFICATIONS:**

Preference will be given to candidates who demonstrate the following:

- Prior experience working with/for Caltrans;
- Prior experience working for or with a PTAC program;
- Existing partnerships with Northern California business, construction, and minority organizations;
- Master's degree from an accredited college or university.

#### **MINIMUM QUALIFICATIONS:**

- At least 3 years of experience in project/program management, construction management or related work;
- Prior experience working with DBE firms & submitting DBE applications;
- Must understand construction management;
- Must have a very solid understanding of Excel;
- Must be able and willing to travel overnight several times per year.

**APPLICATION PROCEDURE:** Qualified applicants should submit via email 1) cover letter, 2) résumé, 3) three professional references, along with 4) the [HSU SPF Self Identification Form for Job Applicants](#) to: [taylor@norcalptac.org](mailto:taylor@norcalptac.org)

For questions regarding this posting email [kristina.kunkel@humboldt.edu](mailto:kristina.kunkel@humboldt.edu)

**Application review date:** The deadline for applications is **Monday, May 14, 2018 at 4:00pm**. Applications will be reviewed as they are received and interviews may begin prior the deadline. Position will be open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form which can be [found here](#) or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.