



## Small Business Subcontract Plan Administrator Job Description

### JOB INFORMATION

Job Code:	157105
Job Title:	Small Business Subcontract Plan Administrator
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Purchasing/Procurement
Job Family Group:	Accounting, Finance and Banking
Management Level:	8 Individual Contributor
Supplier Diversity Administrator	

### JOB SUMMARY

Works with university departments and principal investigators to develop government subcontract plans in compliance with relevant laws and regulations. Locates qualified small and varied suppliers, actively working to build a demographically complex supplier base in order to meet sponsored project account government subcontract plan goals. Seeks to optimize integration into procurement and strategic sourcing operations when possible.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		In
X			Business Administration	Or
X			Finance	Or
X			in related field(s)	
	X	Master's degree	in related field(s)	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years	developing and managing a small business subcontract plan for a large, decentralized organization.	
	X	5 years	developing and managing a small business subcontract plan for a large, decentralized organization.	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent organizational and time management skills.
X		Excellent interpersonal, written and oral communication, presentation, and negotiation skills.
X		Excellent analytical skills with the ability to proficiently review and manipulate spend and financial data.
X		Proficient with Microsoft Office Suite.
	X	Experience working in higher education organizations.
	X	Extensive procurement and supply chain experience.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and maintains an up-to-date and robust database of varied suppliers to be utilized as a key resource for government subcontract plan and small business needs. Develops and maintains a successful close working relationship with other university units, performing regular monitoring of small and varied business spend and ensuring integration of a variety of suppliers is integrated into related procurement activities.				
Partners with department leadership to recommend procurement policies or standard operating procedures (SOPs) for including a wide variety of suppliers, regularly monitoring policies and ensuring outreach efforts are in line with government subcontract plan and small business needs. Collaborates with procurement and strategic sourcing on opportunities to capture and implement broad spending opportunities when possible.				
Manages and maintains all elements of process, procedure and information for the office. Ensures data points (e.g., spend, supplier classifications, related government award details) are accurate and relevant to management of the program. Ensures accurate, timely reporting to appropriate parties and agencies. Troubleshoots missing or incorrect information directly with departments and suppliers as necessary.				
Serves as functional and accountable owner of regular sponsored project account and subcontract plan spend reporting requirements, ensures compliance, maintains accurate and appropriate records.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.