



Job Description

Position Title	SBA 8(a) Compliance Administrator
Department	Ethics and Compliance – Anchorage, AK Office
Reports To	EVP and Chief Ethics and Compliance Officer
Company Name	Katmai Government Services, LLC
FLSA Status	Exempt – Group 2 – EEO 2
Pay Rate or Salary	DOE
Work Schedule	40 hours per week. May be required to work additional hours as needed to complete assignment or project.
Summary	Provides Small Business Administration (SBA) 8(a) business development program and other small business program administration for the Katmai family of companies. Monitors and completes all related compliance initiatives, matrixes, and timelines to ensure all deliverables to the SBA or other internal and external third-parties are met.
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Adept in the administration of small business contract compliance and interpretation of Federal Acquisition Regulations and Code of Federal Regulations as it relates to small business programs.• Ensures 8(a) and other small business contract requirements are met by developing schedules and timeframes for compliance identification, tracking, and recordkeeping.• Designs and implements an 8(a) administration filing system index to ensure accurate tracking of all deliverables.• Ensures compliance with Small Business Administration (SBA) 8(a) program documentation requirements.• Performs regular reviews to compliance matrix and sends updates and reminders to the Operations Team of upcoming requirements and timelines.• Prepares the SBA 8(a) Annual Reports. Must be able to write, update, and/or review business plans based upon information received from operations, accounting and business development.• Prepares and submits SBA 8(a) applications.• Monitors and prepares 8(a) joint venture and mentor-protégé status reports and shareholder benefit reports.• Obtains and maintains sam.gov profiles to include annual reviews and reps and certs updates.• Maintains SBA Dynamic Small Business Search profiles.• Maintains general corporate information related to 8(a) and other small business companies.• Performs other duties as assigned.
Experience Requirements	<ul style="list-style-type: none">• A minimum of five (5) years’ experience in administration of a complex program(s), preferably related to federal government contracting.• Knowledge of and experience with the SBA’s 8(a) business development program.



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Educational Qualifications

- Bachelor of Arts or Bachelor of Science in a related field. College degree may be waived if equivalent, extensive related experience can be demonstrated.

Special Skills

- Computer skilled, with advanced knowledge and experience in Microsoft Office, Excel, PowerPoint, Outlook, and database applications.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations including the U.S.C., FAR and other federal or state regulations
- Demonstrates accuracy and thoroughness; monitors own work to ensure quality.
- Ability to work/think independently – demonstrates initiative.
- Prioritizes and plans work activities; uses time efficiently.
- Web-based research of government contracts and applicable regulations, etc.
- Ability to work and communicate effectively with employees and management team to proactively meet and exceed the needs of the administrative office staff and professionals.
- Contribute innovation to the creation of policies and procedures that facilitate best practice management applications.
- Able to coordinate several activities at once, quickly analyze and resolve specific problems, and cope with deadlines effectively.
- Observes safety procedures and reports potentially unsafe conditions.
- Adapts to changes in the work environment and manages competing demands.
- Ability to follow Corporate Organizational and Functional Charts.
- Exercises good judgment – specifically in recognizing and respecting the confidential nature of corporate and personnel matters.

Supervisory Responsibilities

None at this time. May occur as team grows.

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 10 lbs. It is Katmai Government Services, LLC's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Work Environment

Work is performed in a professional office setting including the normal office equipment (computer, fax machines, copier) and with a wide variety of people in differing functions, personalities and abilities. Position may occasionally be required to handle assignments at various project/ operation sites where travel is required outside the primary work location. During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.



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Prepared By Human Resources
Preparation Date 11/15/2016
Approved By Cynthia Vanden Berg, CEEO

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

My signature below indicates that I acknowledge I have received a copy of my job description and I have had the opportunity to review the contents and ask any questions I may have had regarding the contents of this form.

Employee Signature

Date