

FULL TIME POSITION:

Certification Analyst

Division of Economic and Financial Opportunity

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

The goals of the division are to increase and retain the number of certified minority and women-owned business enterprises (M/WBE); increase the number of M/WBEs winning government contacts, and increase overall M/WBE participation in private and public sector contracting.

Under general supervision, the Certification Analyst will review applications for certification in the City's M/WBE program and will make eligibility determinations based on the analysis of business documentation submitted in the application.

Specifically, the Certification Analyst will:

- Review certification applications to ensure all required documents have been submitted;
- Exercise sound judgment in evaluating small businesses for certification;
- Contact clients via telephone and written correspondence to assist with the completion of the certification application process;
- Conduct interviews to verify data submitted in the application;
- Handle confidential information and enter data into client management system;
- Establish and maintain comprehensive, secure, and retrievable client files;
- Assist with special projects to implement targeted outreach initiatives, including participating in strategy sessions; and
- Support the production of weekly metrics reporting.

Preferred Skills

- Outstanding writing, presentation, and communications skills;
- Strong work ethic and attention to detail;
- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Ability to understand business and financial documents such as corporate by-laws, partnership agreements, tax returns, and bank statements;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Experience working with cross-functional teams and diverse groups of people;
- Ability to manage both internal and external relationships;
- Fluent in Spanish, Mandarin, Cantonese or Korean a plus.

Qualification Requirements:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or

2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in “1” above.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Certification Analyst to: careers@sbs.nyc.gov.

Salary range for this position is: \$50,000 per year.

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Certification Analyst**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Certification Analyst**

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment.

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services / Human Resources Unit
110 William Street / New York, New York 10038