

FULL TIME POSITION: M/WBE Compliance Officer Division of Economic and Financial Opportunity

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 (M/WBEs), 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.

Reporting to the Director of Buyer Services, the Compliance Officer will provide support and related services to Agency Buyers and NYC certified M/WBE/EBE firms to ensure compliance with Local Law 1 provisions.

Specific Responsibilities:

- Review and distribute regular agency performance reports, provide guidance to agencies by researching and analyzing City agency contract data, interpreting data trends, and identifying areas of opportunity to increase M/WBEs utilization;
- Conduct periodic meetings with agency representatives to discuss progress toward meeting goals, make recommendations, and track the implementation of recommendations;
- Prepare and distribute annual Performance Improvement Plans to agencies that do not meet a minimum required utilization goal. Host follow-up meetings with each agency to discuss performance and determine initiatives agency should undertake to improve utilization;
- Manage the Citywide Contract Audit to ensure agency compliance with meeting M/WBE goals as prescribed in Local Law 1. Oversee process starting from the contracting of auditing services through City agency implementation of audit recommendations;
- Coordinate with SBS Audit and Legal Units to collect information requested during M/WBE/LBE/EBE audits and FOIL requests;
- Coordinate with MOCS and/or DOI on any M/WBE vendor compliance issues that may impact certification eligibility;
- Assist with special projects as needed.

Preferred Skills:

- Ability to analyze data, and evaluate procurement processes;
- Strong working knowledge of Microsoft Excel, Access, PowerPoint, and Visio;
- 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;
- Strong interpersonal and written/verbal communication skills;
- Positive attitude, self-motivated, organized and detail oriented;
- Familiarity with government procurement processes; and
- Foreign language skills are a plus.

Qualifications:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
 - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development;

PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2015

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:
M/WBE Compliance Officer to: careers@sbs.nyc.gov

ALSO APPLY:

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

Salary range for this position is: \$55,000 to \$62,000 per year.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

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, 7th Floor
New York, New York 10038

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.