

## **FULL TIME POSITION: DEPUTY COMMISSIONER 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 (DEFO) 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 Division administers several opportunity programs including the Minority and Women-owned Business Enterprise, and Emerging Business Enterprise Programs. The Division through the Labor Services unit ensures that City contractors comply with federal, state, and local equal employment opportunity (EEO) laws. On January 7, 2013, the City enacted Local Law 1 of 2013 to help strengthen the existing Minority and Women-owned Business Enterprises (M/WBE) Program. Since Local Law 1 was signed, the Department of Small Business Services has been implementing improvements to the M/WBE program to continue promoting fairness and equity in City procurement.

The New York City Department of Small Business Services is seeking a Deputy Commissioner to oversee the Division of Economic and Financial Opportunity. The goals for the division include increasing and retaining the number of certified companies in each program; increasing the number of companies winning government contracts, and increasing their overall participation in private and public sector contracting.

### **RESPONSIBILITIES**

- Lead and manage 42 full-time staff in 6 Division units to ensure successful service delivery and fulfillment of program objectives
- Guide senior leadership and staff in implementing Division's strategic plan by developing, executing, evaluating, and making recommendations on programmatic, operational, and technological initiatives
- Set Division policies and define Division objectives and initiatives by leading strategic planning process and analyzing performance indicators
- Develop and maintain relationships with Mayoralty, City agencies, other government entities, community organizations, and industry associations
- Oversee City's M/WBE, EBE, and ICAP opportunity programs and Labor Services program
- Manage the federal Procurement Technical Assistance Center grant funding
- Recommend changes in City procurement policy to increase competition and opportunities for small vendors to do business with the City
- Represent SBS in City technology initiatives that will streamline the process for vendors and enhance the ability to track utilization of certified companies by agencies and City prime contractors
- Lead preparation of and deliver external communications, including testimony at public hearings, and content for public speaking engagements at business development events, panels, and training sessions

## **PREFERRED SKILLS**

- Exceptional leader with a proven track record in operations, program management and service delivery
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills.
- Strong communications, presentation and writing skills.
- Ability to manage teams; implement change management processes
- Direct government contracting experience with deep knowledge of procurement principles, rules and implementation preferred.

## **QUALIFICATIONS**

- A masters degree from an accredited college in business, public administration, public policy, public policy, urban affairs, finance, economics, or a related field plus 10+ years satisfactory full-time professional experience in : business administration, law, public market operations, government contracting, urban planning, finance, grant administration, program management, service delivery, or economic development.  
OR
- A baccalaureate degree from an accredited college in business or related field. Plus 12+ years of satisfactory full-time professional experience in program management, service delivery or economic development

---

### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:  
**Deputy Commissioner, Division of Economic and Financial Opportunity** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: 226501

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: 226501

### **Salary to commensurate with experience**

**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  
New York, New York 10038