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## **FULL TIME POSITION: DEPUTY DIRECTOR DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY**

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### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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### **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.

- 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;
- Review and approve all recertification and fast track applications;
- Support Director with review and approval of standard applications assigned to other analysts;
- Draft M/WBE denial letters for Director's review;
- Assist with supervision of certification team.
- Track performance of Certification analysts ensuring weekly targets are met;
- Brainstorm ideas for developing strategies to improve Certification Unit performance;
- Work closely with Strategy & Analytics Unit to address technical issues with certification management system, NYC Online Certification Portal and other tracking systems/mechanisms;
- Conduct application reviews, as needed, including contact with clients via telephone and written correspondence to assist with the completion of the certification application process;
- Handle confidential information and enter data into client management system;
- Establish and maintain comprehensive, secure, and retrievable client files;
- Assist with special projects as needed to improve Division functions.

### **Preferred Skills:**

- 3-5 Years' experience in the following fields Procurement, Government Administration, Banking and Consumer Affairs
- Law Degree a plus
- Outstanding writing, presentation, and communications skills
- Strong work ethic and attention to detail
- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Comfort with review and interpretation of City, State and Federal regulations and advise on legislative initiatives;

**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.**



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- Legal knowledge in business and financial documents such as corporate by-laws, partnership agreements, tax returns, and bank statements a plus
- 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;
- Fluent in Spanish, Mandarin, Cantonese or Korean a plus

#### **Qualification Requirements:**

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

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#### **How to Apply:**

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

**Salary range for this position is: Salary commensurate with experience.**

#### **ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: **269396**

**All Other Applicants:** Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for Job ID: **269396**

**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