

COORDINATOR OF MINORITY AND WOMEN BUSINESS ENTERPRISES PROGRAM

Code No: 4-18-500

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating and expanding a school district's efforts to increase the number of minority and women-owned businesses that have a business relationship with the district and to advance the goals and objectives of the Minority/Women Business Enterprises (M/WBE) Program. The employee reports directly to, and works under the general supervision of, a Deputy Superintendent of Administration or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Orients minority and women business owners to a school district's contract process;

Mediates and expedites solutions to minority and women business owners' problems with vendors and the district;

Maintains a current list of minority and women business owners;

Ensures the practices, policies and procedures of the Facilities Modernization Program (remodeling program that modernizes teaching practices) do not inhibit activities of participating minority and women-owned businesses;

Acts as a representative of the district's M/WBE program to the public, businesses and community agencies;

Recommends improvements to purchasing and contracting policies and procedures;

Presents information to the Board of Education regarding goals, objectives and program results;

Collects, organizes, and interprets data related to the M/WBE program;

Conducts program related research in order to enhance and improve program objectives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of district policies, procedures, and organizational structure; good knowledge of existing programs that provide technical and financial assistance to businesses; good knowledge of local, State and Federal rules and regulations governing M/WBE utilization; good knowledge of district purchasing and contract procedures; good knowledge of financial institution lending practices and bonding practices as they relate to small businesses; ability to collect, analyze and interpret related data; ability to formulate recommendations that will improve program performance; ability to communicate orally and in writing; ability to conduct research; analytical ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Finance, or Economics, plus three (3) years paid full-time or its part-time equivalent professional* experience coordinating an affirmative action or equal opportunity program, or policy and procedural development relating to affirmative action or equal opportunity activities, or financial planning or financial analysis; OR,
- (B) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree in one of the fields stated in (A) above, plus five (5) years of paid full-time or its part-time equivalent professional* experience stated in (A) above; OR,
- (C) Any equivalent combination of education and experience as described by the limits of (A) and (B) above.

*Professional experience, for the purposes of these minimum qualifications, does not include secretarial/clerical or similar experience.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: March 5, 2009

ADDITIONAL INFORMATION:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.