

**DBE/SMALL BUSINESS PROGRAM COORDINATOR****DEFINITION**

Under direction, oversees the City's Federal Disadvantaged Business Enterprise (DBE) Program and the Outreach Program to Small Business Enterprises.

**SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from a Manager or designee. This class exercises supervision over assigned staff.

**DISTINGUISHING CHARACTERISTICS**

DBE/Small Business Program Coordinator is a single position supervisory class. The incumbent is responsible for developing and implementing the Federal Disadvantaged Business Enterprise Program certification procedures and is responsible for investigating and monitoring contracts for utilization of minority and disadvantaged business enterprise participation for compliance by contractors. The incumbent is also responsible for aggressive outreach to small business enterprises. This class differs from Contract Compliance Specialist in that incumbents of the latter perform routine office work and field interviews.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Develops and implements the City's Federal Disadvantaged Business Enterprise Program; updates program annually.

Develops and implements aggressive outreach program to small business enterprises, including disadvantaged business enterprises, for non-federal procurement, through direct personal contact, notification of bidding opportunities, workshops, contacts with professional organizations, including Chambers of Commerce, and other means.

Reviews bid specifications to ensure compliance with local, state, and federal requirements.

Maintains a statistical information system for the City's DBE Programs.

Establishes DBE goals for formally bid federal projects.

Maintains information systems of public and private organizations which are available to aid small businesses, including businesses owned by minorities and/or the disadvantaged, and federal, state, and local laws, regulations, and procedures relating to small businesses, including minority and disadvantaged business enterprises.

Investigates discrimination complaints regarding city contracts.

Develops and implements the DBE certification program.

Reviews applications from firms seeking DBE certification and certifies DBE firms; compiles and updates the Disadvantaged Business Enterprise Directory.

Administers and/or assists with complex and high profile procurements.

Performs compliance investigations.

Conducts DBE workshops; attends DBE meetings and seminars as required.

Prepares annual reports for federal and state agencies and provides technical assistance to DBE businesses and City departments with federal funding and DBE reporting requirements.

Prepares and presents oral and written reports and responds to requests for information.

May direct the work of and supervise subordinate employees.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Government bidding and contracting procedures.

Minority and disadvantaged business enterprise certification procedures.

Statutes and laws relating to equal opportunities and DBE programs.

Construction trade unions and labor practices in the local area.

Construction, service, and manufacturing industries.

Research techniques and of sources and availability of information.

The City's procurement policies, procedures and applications.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

#### **Ability to:**

Supervise, train and evaluate professional and technical personnel.

Interpret and apply laws, rules, and regulations.

Establish and maintain effective working relationships with other City departments, outside agencies and contractors, minority and disadvantaged business groups, and other public and private organizations.

Work under pressure, changing priorities, and constant deadlines.

Conduct or supervise thorough and effective contract compliance investigations with diplomacy and tact.

Make policy recommendations.

Administer and provide advice on complex or high profile procurements.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Prepare and make clear and persuasive oral presentations.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, engineering, construction management, industrial technology, or closely related field; and three (3) years of contract compliance work experience which involved contract investigation and administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirement**

Possession and continued maintenance of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
                              (*Signature on File*)  
                              Director of Personnel Services

DATE: 5/5/2021