

MAJOR FUNCTION

This is responsible professional and supervisory work performing independent work that supports the development and implementation of the city's diversity, equity inclusion, and supplier diversity initiatives. It furthers the City's commitment to these principles and contributes to achieving the City's procurement policy and economic development goals. The position operates under the direction of the Office of Economic Vitality Deputy Director for the Minority, Women, and Small Business Enterprise (MWSBE) Program. Significant judgment, discretion, initiative, and independence are required to carry out the department's daily operations efficiently and effectively. Performance is evaluated based on the quality of the end products, including assigned projects, reports, and special engagements.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Based on identified underutilization, this position supports departments in creating, implementing, and monitoring strategies to maximize the supplier diversity policies outlined in the Consolidated MWSBE Policy and the City of Tallahassee Procurement guidelines. The role serves as a liaison between the City of Tallahassee, Leon County Government, Blueprint Intergovernmental Agency, and Minority and Disadvantaged Business Enterprises, promoting participation from minority, women, and disadvantaged businesses with the City, County, and Blueprint.

As the Disadvantaged Business Enterprise Liaison Officer for the City's DBE program, the Manager reviews and analyzes DBE and OEV certification applications, makes final determinations, and certifies businesses for contracting opportunities with the City, County, and Blueprint. The Manager provides leadership in certification, contractual compliance, and associated reporting.

Additionally, this position manages reciprocal certifications, liaises with local minority and women-owned businesses and community stakeholders, promotes their utilization in local procurement processes, and provides technical assistance related to MWSBE certification and utilization. The role also involves navigating the B2GNow Contract Compliance System and advocating for MWSBE businesses in resolving issues between prime and subcontractors.

Other Important Duties

Attend special meetings and serve on committees as needed. Keeps abreast of changes and best practices in diversity and inclusion profession. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Comprehensive understanding and awareness of diversity and inclusion issues and best practices. Ability to develop progression diversity and inclusion policies. Capability to supervise, succession planning, recruitment and MWSBE utilization initiatives. Proficient in preparing written technical reports. Ability to establish and maintain effective working relationships as necessitated by the work. Possess management style and values that align with the City's mission and values. Knowledge of local, state, and federal equal employment and equal opportunity program statutes, laws, regulations, and acts.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, political science, education, sociology, ethnic studies, communication or a related field and four years of professional experience in the areas of government, community or educational programs related to diversity, inclusion, and equity. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-25-24