

Job Opening

APPLICATION DEADLINE DATE: July 13, 2022

JOB TITLE: Minority Business Development Specialist 4-SG 27-PEF **LOCATION:** New York City
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Non-Competitive
DEPARTMENT: Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017

BASIC FUNCTION:

Under the general direction of the Minority and Women's Business Development (MWBD) Deputy Director and Vice President, the Minority Business Development Specialist 4 develops, executes and refines a systematic framework for data collection, analysis and reporting across agencies and authorities to promote Minority and Women-owned Business Enterprise (MWBE) engagement and utilization on New York State procurements. In addition, the incumbent will serve as the statewide advocate and procurement ombudsman for Minority and Women-owned businesses.

The incumbent will lead the Agency Services activities of the Division; provide recommendations on legislative matters affecting the MWBE community; oversee the agencies and authorities operations related to quarterly utilization plan, training on the New York State Contract System, 15-A compliance, customer service report, business development impact, and overall Key Performance Indicators (KPIs) metrics for the division; be the driving force behind the division's cultural priorities and develop creative solutions to amplify employee engagement, and overall company morale.

WORK PERFORMED:

- Coordinate and lead the collective efforts of subordinate staff who work with agencies/authorities and other units of the Division to develop policies and programs that will promote the growth of the MWBE program and expand opportunities for MWBE firms.
- Lead the Disparity Study to evaluate MWBEs in state contracts to support the division in its ongoing efforts to increase access, resources, and business opportunities for the MWBE community.
- Utilize data to develop, provide and manage training, orientation, and technical assistance for designated agencies/authorities, as well as MWBEs and external stakeholders.
- Coordinate subordinate staff to organize "Industry Network Days," with agencies/authorities with the goal of matching agency procurement and MWBE liaisons with interested MWBEs, in specified SDU industries.
- Create evaluation metrics, manage quarterly evaluations, and hold annual meetings to analyze ongoing Mentor Protégé Program (MPP) agreements at the various participating agencies/ authorities to share these results and elicit feedback.
- Work with other teams in the Division to identify and coordinate agency/authority outreach, training-related activities, and to ensure interfacing operations are functioning efficiently.
- Create, develop, implement, execute and manage innovative strategies to support agencies/authorities and create opportunities for MWBE firms.
- Represent ESD on behalf of the Division by participating on panels for various business seminars, agencies, authorities, community-based organizations, and business trade groups.
- Serve as the MWBE statewide advocate and procurement ombudsman to assist MWBEs in obtaining technical, managerial, financial and other business assistance, receive and investigate certification complaints, conduct periodic audits of state contracting agencies and other duties established under Article 15-A.
- Manage the Agency Services Unit program operations.
- Supervise, direct, train, and evaluate subordinate staff, located in different regions throughout the state to ensure program development, service delivery, and administrative operations are executed with consistency.
- Establish and implement goals, standards, and priorities as a part of a larger strategic plan for the Division.
- Perform other special projects, as reasonably required, by the Deputy Director and/or senior leadership of the Division.

- Develop and implement procedures concerning compliance functions, including development of collection and compilation of agency reports on MWBE utilization for incorporation into statewide report; identification of agencies for compliance auditing and approval of audit methodologies.
- Participate actively in the development of IT applications and the structuring of data to support efficient, pragmatic reporting.
- Participate in working groups, task forces, and forums on MWBE issues, and ensure the visibility of State MWBE activity throughout the MWBE stakeholder community.
- Provide written responses to inquiries and concerns from members of the public, MWBEs, elected officials, and NYS agencies.
- Host meetings with 97 agencies/authorities to review metrics, measure effectiveness, and elicit feedback.
- Execute and refine a systematic framework for data collection, analysis and reporting across Agency Services Unit.
- Execute on the division's vision for customer excellence. Drive customer advocacy and experience with the goal of driving action across agencies and authorities.
- Provide regular performance updates to the Executive Vice President & Executive Director and leadership team.
- Build strong, trusting relationships with leaders by helping them think through their most challenging people problems — from org design and evolution to performance management to individual coaching.
- Partner directly with the executive leadership team and department heads to develop and meet organizational objectives.
- Other ad-hoc reports, duties and projects from time to time and based on divisional needs.
- Statewide travel required.

EDUCATION & REQUIREMENTS:

Nine years of experience in planning, designing, developing, implementing, and evaluating economic development programs; or conducting economic or business development activities with small and medium size businesses of which at least 50 percent of the time must have been involved with minority business or economic development. Two years of the experience must have been at a supervisory level.

An associate degree in business, marketing, economics, public administration, or public policy substitutes for two years of the general experience; or a bachelor's degree in one of these same fields substitutes for four years of the general experience. A J.D. or master's degree in one of these same fields may substitute for one additional year of the general experience.

SALARY RANGE: \$97,826 - \$120,492 (plus \$3,026 location pay)

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

ADDITIONAL:

ESD is currently seeking candidates for the Minority Business Development Specialist 4 position. This position may be filled at either our Albany or NYC office location. Please be advised, a separate job notification has been posted for the Albany location.

If interested in this position, please forward a cover letter and resume to the e-mail address below by July 13, 2022. Be sure to indicate the position title and location you are applying for and specify how you meet the minimum qualifications in your cover letter.

INQUIRE

NYS Department of Economic Development
 Human Resources Office
 625 Broadway
 Albany, NY 12207
Fax: (518) 292-5852
E-Mail: DED-HR@esd.ny.gov

New York State is an Equal Opportunity/Affirmative Action employer

6/13/22

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@gover.ny.gov.