

Job Opening

Job Posting: 8/31/2018

Application Deadline: 9/30/18

JOB TITLE: Senior Project Manager, Contractor & Supplier Diversity **LOCATION:** Albany, NY

DEPARTMENT: Contract Administration

BASIC FUNCTION: Reporting to the Director, Office of Contractor and Supplier Diversity, the Senior Project Manager, Contractor and Supplier Diversity will assist with developing and monitoring Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) participation goals and maximizing program compliance. The Senior Project Manager will also refine and manage reporting and tracking systems, as well as prepare required reports. The Senior Project Manager will be responsible for developing and managing MWBE and SDVOB contract participation goals for large grant projects in the Capital, Mohawk Valley, and North Country regions.

WORK PERFORMED:

- Research, develop and negotiate MWBE and SDVOB participation goals with project sponsors or entities with ESD contracts;
- Solicit, review and track compliance of MWBE and SDVOB utilization, commitments and workforce participation;
- Ensure data is accurately reflected in tracking systems and databases;
- Manage MWBE and SDVOB utilization for multiple high profile projects, tracking compliance with NYS Executive Law Articles 15-A and 17-B;
- Review procurement, grant and contract documents to ensure that applicable MWBE and SDVOB provisions and relevant requirements are accurately included;
- Liaise with contractors and grantees to identify legal MWBE, SDVOB and workforce requirements;
- Provide individualized technical assistance to contractors, vendors and grantees;
- Present and participate in panel discussions, workshops and other activities at conferences and events;
- Visit contractors and grantees at their offices and project sites, as necessary;
- Research and prepare lists of qualified and State certified MWBE and SDVOB companies and share such information with prime contractors/grantees to promote the inclusion of MWBEs and SDVOBs in projects;
- Analyze, recommend and update internal MWBE and SDVOB compliance and business processes, as necessary;
- Prepare quarterly and annual contract compliance reports and other procurement reports, as necessary;
- Provide support to the Director of the Office of Contractor and Supplier Diversity and VP of Contract Administration on MWBE and SDVOB marketing, outreach, compliance, and project management oversight, as necessary;
- Ensure adherence to diversity and best practices and provide the highest standard of customer service to all stakeholders;
- Participate in weekly, monthly and quarterly office, interdepartmental and division-wide meetings and/or webinars; and,
- Complete projects, tasks and other duties as assigned by the Director of Contractor and Supplier Diversity.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree

Relevant experience required: Three years of experience, preferably in a state government, in some combination of MWBE and/or SDVOB, contract administration, regulatory compliance, grant administration, and/or construction.

Contract compliance and financial auditing experience is preferred.

Knowledge required: Advanced proficiency in Microsoft Office and using contract and data management systems.

Excellent interpersonal skills and outstanding oral and written communication skills are required.

APPROXIMATE HIRING SALARY: Starting at \$60,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, HR Manager, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov