



## City of Irving Job Description

### M/WBE Program Administrator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Financial Services (Purchasing Division)
<b>Job Code:</b>	17381	<b>Reports To (Job Title):</b>	Purchasing Manager

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#### PURPOSE

To administer the city's M/WBE program of outreach to minority and woman-owned businesses in the procurement process.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Enroll M/WBE vendors in the bidder's database and keep information current to maximize opportunities for vendors to conduct business with the city.
- Conduct workshops and seminars for M/WBE vendors to encourage doing business with the city.
- Maintain relationships with local, ethnic, and/or women's business organizations, including participation in meetings, outreach events, etc. (Attendance at some evening events will be expected.)
- Cultivate a strong network of contacts, as well as, vendor involvement in the bid process through these personal contacts; Assist vendors in securing M/WBE certification.
- Research North Central Texas Regional Certification Agency (NCTRCA) and Historically Underutilized Businesses (HUB) databases to ensure maximum inclusion of M/WBE and HUB vendors in all city solicitation notifications.
- Attend pre-bid meetings and site visits related to open bids; explain the M/WBE program to potential bidders and address vendor questions regarding MWBE goals.
- Monitor bid submissions and work with recommended vendors to verify Good Faith Effort participation.
- Provide list(s) of M/WBE vendors to bidders with sub-contracting opportunities.
- Monitor payment to M/WBE sub-contractors by prime contractors.
- Prepare and analyze periodic reports tracking M/WBE participation in city contracts.
- Collect and verify M/WBE forms from all recommended vendors.
- Participate in bid openings according to established bid schedule; ensure information related to MWBE status of vendors is recorded.
- Consult with city departments regarding level of M/WBE involvement on projects and all critical M/WBE policy; work with primary awarded vendor to maximize M/WBE involvement on every bid.
- Train city employees regarding the purpose and parameters of the MWBE program.

#### OTHER DUTIES AND RESPONSIBILITIES

- Manage city's vendor database, which includes: working with all vendors towards inclusion; reviewing and activating vendor database registrations; researching bounced solicitation notification e-mails; and, updating the database information or deleting records as appropriate.
- Research and include Irving-based businesses in all solicitation notification lists.

- Request and subsequently review contract documents submitted by vendors for completeness and accuracy, following up for additional deliverables as necessary.
- Receive, time stamp, and record sealed bid packages prior to bid opening date/time.
- Participate in additional projects including Six Sigma analyses as assigned.
- Assist with and oversee responses to open records requests.
- Track assigned KPIs and other strategic plan compliance for Purchasing and the MWBE Program.
- Perform related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

No direct financial responsibility; may make small purchases of training or office supplies.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree in business administration or a related field.

### **EXPERIENCE**

- A minimum of three (3) years of progressively responsible, directly related public sector M/WBE program experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- An appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

### **KNOWLEDGE OF**

- Minority vendor organizations in the metropolitan area.
- Basic State law, policies and procedures regarding municipal procurement.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions; also, basic statistical analysis.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing systems, financial and records management systems, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- Networking: Building relationships that support and enhance M/WBE goals
- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Mechanical/Technical: Safely operating diverse equipment including computers, copiers, fax machines, calculators, cameras, and paper shredders.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Type: Accurately entering information using computer keyboard.
- Interactive Presentation: Effectively presenting information to groups and responding to questions. This will include both preparing and delivering presentation materials.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Reading Comprehension: Reading and interpreting documents.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Data Synthesis and Report Generation: Reading reports and other documents regarding assigned operations, evaluating and integrating data into useful information, and creating a variety of documents and reports that include data and information.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Vendors, Department directors, managers, individual contributors and support staff.

## **EQUIPMENT AND PROPERTY**

Uses the full scope of general office equipment including computers, copiers, and fax machines; operates a vehicle to drive from one work site to another.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to see and sit. Frequently, s/he is required to carry, drive a vehicle, lift up to 25 pounds, pull, push, reach, stand, stoop, talk, and/or walk. Occasionally, s/he must carry, climb, or kneel.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to confining work space, a dirty environment, and/or extreme temperatures or weather conditions. The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.