

MAJOR FUNCTION

This is administrative work assisting the Office of Economic Vitality Deputy Director for the Minority Business Enterprise (MWSBE) Division in gathering, verifying, processing, and analyzing data provided by City of Tallahassee, Blueprint Intergovernmental Agency, and Leon County departments, prime contractors, and minority, women, and small businesses related to the activities and functions of the Minority, Women and Small Business Enterprise Program. Incumbent is excepted to perform duties with limited supervision. Independent judgement and discretion are required.

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

Processes MWSBE applications for Certification. Work involves reviewing, analyzing and verifying information in applications presented for certification; advising certification manager on issues and problems regarding certification requests; and entering and processing MWBE applications. Assists in developing analytical reports to track progress within departments on awarded projects. Gathers and maintains data from Bidsync, Peoplesoft and ProcureNow procurement software systems; and the B2GNow Contract Compliance Management System on procurement and contracting dollars spent by departments. Assists in the preparation of quarterly and annual reports. Assists in maintaining contact with MWSBEs regarding procurement & contracting opportunities. Attends pre-solicitation and pre-bid meetings as necessary. Develops and maintains resource directory of services for small/minority businesses in the area on microsite. Encourage compliance to OEV's Consolidated MWSBE Policy by monitoring bid activity, subcontractor utilization and scheduling site visits. Responds to requests for information on the MWSBE Program and related matters. Uses B2GNow and other platforms to inform MWSBE certified database of pertinent information to include procurements for public/private projects, webinars and resource identifications. Track subcontractor payments in B2GNow. Staff liaison to the MWSBE Citizen Advisory Committee. Maintains links to the MWSBE microsite to include the City of Tallahassee, Leon County and Blueprint procurement opportunities, schedules technical assistance appointments with current and potential vendors, and updates the Tallahassee-Leon County GIS map with construction and engineering project information. Provides Deputy Director a schedule of site visits for ongoing projects that include MWSBE participation.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of office practices and procedures. Knowledge of computers and software such as WordPerfect, Excel, Microsoft Word, Access, and Power point. Knowledge of methods for communicating effectively both orally and in writing. Ability to work and carry out detailed instructions with a minimum of supervision. Ability to compile and analyze data. Ability to meet and work effectively with the general public, superiors, officials, departmental personnel, and members of the minority business community. Ability to communicate effectively both orally and in writing.

Minimum Training and Experience

Possession of a bachelor's degree in marketing, business administration, public administration, communications, public relations; or possession of a high school diploma and four years of staff or administrative experience, or an equivalent combination of training and experience.

Necessary Special Requirements

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

Established: 01-26-22