

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Deputy Chief Diversity Officer</b>
<b>Salary:</b>	<b>\$90,000 - \$120,000</b>
<b>Bureau/Division:</b>	<b>Executive / Office of Diversity Initiatives</b>
<b>Period:</b>	<b>December 22, 2016 - Until Filled</b>

### JOB DESCRIPTION

The Comptroller's Office of Diversity Initiatives is responsible for delivering innovative solutions to increase contract opportunities for Minority- and Women-Owned Business Enterprises (M/WBEs) across New York City's agencies and the private sector. The Office works with the Comptroller's Corporate Governance staff on supplier, workplace and board diversity initiatives; works with the Bureau of Asset Management on Diverse and Emerging Investment Manager strategies; and leads the Comptroller's M/WBE Advisory Council. This work is often conducted in collaboration with local, state and national government officials, M/WBEs, community stakeholders, city agencies and all bureaus within the Comptroller's Office.

Reporting to the Chief Diversity Officer, Deputy Chief's responsibilities include, but are not limited to:

- Partners with the Chief Diversity Officer in crafting the direction, projects and priorities of the Comptroller's Office of Diversity Initiatives;
- Assists the Chief Diversity Officer with the management and oversight of internal and external diversity initiatives, including working with all bureaus within the agency to promote diversity;
- Plays a leadership role in the outreach to the minority- and women-owned business community, participate in and plan M/WBE related events, and represents the Comptroller at external events as required;
- Implements the Comptroller's Office's internal spend initiative, including co-chairing internal spend meetings to develop the office's supplier diversity strategy, works closely with the office's leadership team on the execution, monitoring and evaluation of each bureau's supplier diversity plan, and maintaining accountability for M/WBE procurement throughout the office;
- Advises the Chief Diversity Officer on the Office's procurement plan and formulating recommendations that will improve M/WBE firms' access to the Office;
- Oversees the New York City Comptroller's Advisory Board Council on Economic Growth through Diversity and Inclusion – a 30 member board made up of national, local, and city-wide stakeholders – including preparing for and executing regular meetings, engaging advisory board members, and developing additional partnerships;
- Educates women- and minority-owned businesses owners about contracting opportunities with the Comptroller's Office and identifies additional opportunities at the Federal, State, and City level;
- Works closely with the Chief Diversity Officer to develop: Making the Grade: New York City Agency Report Card on Minority- and Women-Owned Business Enterprises.
- Performs other related special projects and assignments as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. Graduate degree from an accredited college or university and four (4) or more years of administrative or advisory experience in assisting businesses in accessing public, private services or programs, or facilitating relations between government and the business community, preferably in delivering innovative solutions to increase business or contract opportunities for Minority- and Women-Owned Business Enterprises (M/WBEs) or a closely related field; **or**
  2. Bachelor's degree from an accredited college or university and five (5) or more years of experience as described "1" above; **or**
  3. A satisfactory equivalent to "1" and "2" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated administrative or advisory experience in working with small businesses, City government and community partners;
- Expert knowledge of New York City government and major public policy issues impacting the growth of Minority- and Women-Owned Business Enterprises (M/WBEs);
- Experience in directing research and quantitative data analysis utilizing variety of software applications used for analyzing complex data sets;
- Proven ability to manage multiple projects with multiple stakeholders, perform under pressure, and respond to tight deadlines;
- Excellent strategic thinking and creative problem solving abilities;
- Exceptional oral and written communication skills including proficiency in Microsoft Office Suite.

**Note:** Cover letter should detail the possession of preferred skills.

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> December 22, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/042
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**The NYC Comptroller's Office is an Equal Opportunity Employer**