

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Diversity / MWBE Officer
Salary:	\$55,000 - \$65,000
Bureau/Division:	Executive / Office of Diversity Initiatives
Period:	September 4, 2018 - Until Filled

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, the Diversity/MWBE Officer's responsibilities include, but are not limited to:

- Implement and monitor the Office of New York City Comptroller MWBE program and recommend appropriate revisions and modifications;
- Prepare bi-weekly reports on the progress of the MWBE utilization within the Comptroller Office for the Chief Diversity Officer;
- Participate in the bi-weekly meetings and provide recommendations to the Diversity Best Practices Committee within the Office of the Comptroller;
- Work closely the Chief Diversity Officer and Agency Chief Contracting Officer to coordinate debriefings for MWBEs, identify MWBE goals for each project, and provide oversight of MWBE waivers;
- Develop a market analysis tool for all City-wide agency procurement's and comptroller office;
- Host meetings with MWBE vendors to inform them of potential opportunities for contracting in New York City and identify patterns and challenges to the Chief Diversity Officer;
- Oversee follow-up and, as applicable, to resolutions generated by MWBE's cases within the Comptroller's Office;
- Attend MWBE related conferences, workshops, and roundtables on behalf of the Office of Diversity. Including, serving as an exhibitor or point-person for match-making opportunities between MWBE's and Comptroller's Office; and,
- Perform other related special projects and assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree from an accredited college or university and two (2) or more years of progressively responsible 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. A satisfactory education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in working with small businesses, City government and community partners;
- 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 conducting 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;
- Exceptional oral and written communication skills including proficiency in Microsoft Office Suite.

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

TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: September 4, 2018	POST UNTIL: Until Filled	JVN: 015/019/022
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The NYC Comptroller's Office is an Equal Opportunity Employer