

**CLASS TITLE: ASSISTANT ADMINISTRATOR-  
MBE COMPLIANCE**

**Class Code: 02507300  
Pay Grade: 34A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, coordinating, organizing and directing the Minority Business Enterprise (MBE) activities to ensure that MBE's are integrated into and fully participating in the state's procurement, construction, professional, consulting and bond service contracts; to serve as Executive Director, Minority Business Enterprise Commission; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior with wide latitude for the exercise of independent judgement; work is also reviewed by the MBE Commission for results obtained and conformance to statewide policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of professional and clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, coordinating, organizing and directing the Minority Business Enterprise (MBE) activities to ensure that MBE's are integrated into and fully participating in the state's procurement, construction, professional, consulting and bond service contracts.

To serve as Executive Director, Minority Business Enterprise Commission.

To plan, coordinate, organize and direct a program designed to effectively monitor the progress of each state department, agency or quasi-state agency in its implementation of the goals of the MBE Commission.

To conduct monitoring activities including on-site visits to job sites, public hearings, and examination of records and practices of various departments to ensure compliance with MBE program objectives.

To arrange for technical assistance, support and resource identification to assist the various state purchasing entries in attaining program objectives.

To identify and seek assistance from various community-based, local, state and federal agencies and organizations active in the field of minority business development; to interface with MBE development offices in other state and federal jurisdictions.

To act as a catalyst in an effort to bring MBE's into active participation in the purchasing procedures of the various departments and commissions of the state.

To prepare an annual progress/status report to be reviewed by members of the MBE Commission so that they are prepared to make yearly recommendations to the Governor.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices and techniques involved in effecting the state's procurement activities as they apply to MBE/WBE situations; a working knowledge of the organizational structure of State government; the ability to construct, review and revise programs designed to enable department or agency directors to meet the dollar and percentage goals outlined in Executive Order 92-4; the ability to foster and maintain effective working relationships with state officials and workers as well as principles and managers of minority and women's businesses; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public administration, business administration, or a closely related field; and  
Experience: Such as may have been gained through: employment in a position requiring planning, coordinating, and program development of state and/or federal contract compliance review and administration of MBE programs, or closely related experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 24, 1994

Class Revised: October 31, 2004