

CLASS TITLE: SUPPLIER PROGRAM ADMINISTRATOR (DOA - ODEO)

Class Code: 02730502

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration (DOA), Office of Diversity, Equity and Opportunity (ODEO), to assist the Associate Director by initiating short- and long-term projects and programs designed to enhance the effectiveness of the Minority Business Enterprise (MBE) and Supplier Diversity in procurement programs; to plan, organize, direct and evaluate staff engaged in ensuring compliance with requirements of all federal and state laws, rules and regulations; to evaluate procedures and make recommendations regarding improvements to program performance; to be responsible for developing, implementing, administering and performing duties related to minority business enterprise and supplier diversity program; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Associate Director, Diversity, Equity & Opportunity with wide latitude for the exercise of independent judgment; work is reviewed upon completion for results obtained and conformance to statewide policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: To plan, organize, direct and evaluate staff engaged in ensuring compliance with requirements of all federal and state laws, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Administration (DOA), Office of Diversity, Equity and Opportunity (ODEO), to assist the Associate Director by initiating short- and long-term projects and programs designed to enhance the effectiveness of the Minority Business Enterprise (MBE) and Supplier Diversity in procurement programs.

To plan, organize, direct and evaluate staff engaged in ensuring compliance with requirements of all federal and state laws, rules and regulations.

To evaluate procedures and make recommendations regarding improvements to program performance.

To be responsible for developing, implementing, administering and performing duties related to the MBE and Supplier Diversity programs.

To maintain statewide MBE and Supplier Diversity plans.

To assist the Associate Director in the formulation and recommendation of administrative/departmental policy and procedures, in documenting operational policies and procedures, and in providing information and researching questions of legality, propriety, or policy.

To draft and/or review existing laws, proposed legislation, rules and regulations involving ODEO programs and functions and to make recommendations regarding the same.

To evaluate management methods, procedures, programs and functions as to their effectiveness and efficiency in attaining stated objectives, and to suggest future plans and budget allocations based on these evaluations.

To prepare and submit reports to a superior as to the progress and status of the State's Supplier Diversity program activities.

To ensure compliance with national and state legislation and the interpretation of their provisions concerning minority business enterprise and supplier diversity programs.

To coordinate and evaluate the activities of the minority business enterprise and supplier diversity programs to ensure that MBE's are fully integrated into and participating in the state's procurement contracts.

To monitor and participate in activities including on-site visits to job sites, public hearings, and the examination of records and practices of various departments to ensure compliance with MBE and Supplier Diversity program objectives.

To provide technical assistance, support and resource identification to assist the various state purchasing entries (or entities) in attaining program objectives.

To analyze MBE data and trends and make recommendations for growth and development of the program.

To monitor the identification and process of soliciting assistance from various community-based, local, state and federal agencies and organizations active in the field of minority business development, and interface with MBE and Supplier Diversity development offices in other state and federal jurisdictions.

To foster partnerships with professionals, various interest groups and organizations to share ideas and develop solutions that promote equity and diversity in the utilization of MBEs.

As required, to attend meetings and conferences involving state and local officials, professionals and the public.

To do other related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in effecting the state's procurement activities as they apply to MBE programs; the ability to administer, coordinate and successfully implement an equity and diversity program and plan; the ability to construct, review and revise programs designed to enable department or agency directors to meet the dollar and percentage goals for MBE participation in procurement; 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; the ability to organize and direct the work of professional and technical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from a college of recognized standing with specialization in Human Resources Management, Public Administration, Political Science, Business Administration, or a closely related field; and

Experience: A minimum of three (3) years of employment with responsibility for supervising a staff engaged in a program designed to provide minority business enterprise and supplier diversity in procurement programs.

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

Class Created: January 5, 2020