



Job Opening
January 16, 2015

JOB TITLE: Director, Contractor and Supplier Diversity

LOCATION: Albany/NYC

DEPARTMENT: Community Economic Development

BASIC FUNCTION:

Supervise the Office of Contractor and Supplier Diversity. The Director is responsible for supervising the agency's efforts to utilize Minority and Women Business Enterprises (MWBEs) and to ensure compliance with NYS Executive Law Article 15-A. The Unit develops, coordinates and implements policies to maximize the utilization of MWBEs in the agency's procurement and contracting.

WORK PERFORMED:

- Develop, refine, and update ESD's MWBE contracting policies and operating guidelines.
- Develop annual Goal Plans for the Corporation and DED for submission to the MWBE Division.
- Work closely with ESD project originators and legal teams to properly execute goals and tracking for major projects throughout the state.
- Responsible for supervising the preparation of MWBE goals, contract language, monitoring, and reporting on MWBE utilization and program performance.
- Present to Corporation Board and senior staff on the agency's MWBE policies and MWBE utilization.
- Develop productive working partnerships with the DMWBE and other ESD units to increase MWBE utilization on ESD projects, and host business development events as necessary.
- Communicate and coordinate with both internal and external stakeholders to ensure program success.

EDUCATION & REQUIREMENTS:

- College Graduate or equivalent experience.
- 5+ years of experience in program or project management. Some combination of affirmative action, minority/women business development, contract administration, business administration, government affairs or construction related field.
- Familiarity with databases and basic computer software.
- Supervisory experience.
- Familiarity with MWBE contracting and government policy promoting supplier diversity is preferred.

APPROXIMATE HIRING SALARY: \$70,000 - \$80,000

INQUIRE

Maria Mooney, HR Manager - Human Resources Dept., ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER