

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Deputy Director MWBE	Due Date: 4/09/14
Grade: NS	Salary Range: \$105,000.00
Appointment Type: Permanent	Negotiating Unit: M/C
Jurisdictional Class: Exempt	

Department: Division of Minority and Women-owned Business Enterprise	Location: 633 3 rd Avenue New York, NY 10017
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Responsibilities:

In collaboration with the Executive Director of the Division of Minority and Women's Business Enterprise (the "Division"), the Deputy Director is responsible for implementing the New York State Minority and Women-owned Business Enterprise (MWBE) Program as guided by the provisions of Article 15-A of the New York State Executive Law and related rules and regulations. Duties include:

- Plan, implement and evaluate program activities, including the development, assessment, and refinement of Division processes and protocols.
- Participate in the development of policies and procedures required for the improvement or modification of existing Division initiatives and the implementation of new initiatives.
- Participate in the budget preparation, direct expenditures of unit appropriations and recommend future funding requirements.
- Act in an advisory capacity to the Executive Director and other officials concerning proposed and newly enacted legislation, regulations, policies, or procedures affecting the Division's operation.
- Establish cooperative relationships with and act as a liaison to Division staff, State agencies, authorities, committees and employee groups to determine and prioritize needs and services.
- Build relationships with external stakeholders, including community and advocacy groups and other program partners, including representing the Division at events, conferences, workshops, and meetings.
- Oversee and participate in special projects as necessary.
- Perform administrative tasks assigned by the Executive Director of the Division.

Minimum Qualifications:

Education level required:
Master's degree in business, public administration, or equivalent.

Equivalent Experience required:
Minimum of 5-10 years of general business or public policy experience, including operational or supervisory experience. Prior economic development and/or affirmative action program experience preferred.

Knowledge Required:
Understanding of affirmative action and/or economic development programs.
Public policy background preferred.

Contact Information:

Contact Name: Michelle Pemberton

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Additional: Please forward cover letter and resume to email address above. (*New York State is an equal opportunity/affirmative action employer.*)

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