

**VACANCY ANNOUNCEMENT**  
**Department of Economic Development**

Application Due By: August 13, 2012

**Title:** Deputy Director MWBE

**Location:** NYS Department of Economic Development  
633 3<sup>rd</sup> Avenue  
New York, NY 10017

**Grade:** NS

**Work Hours:** 8:30 AM – 5:00 PM

**Work Days:** Mon - Fri

**Employment Type:** Full Time

**Appointment Type:** Permanent

**Jurisdictional Class:** Exempt

**Bargaining Unit/MC:** M/C

**Duties/Responsibilities:**

Under the general direction of the Executive Director of DMWBD, functions as the Deputy Director of Policy & Operations of Division of Minority and Women's Business Development (Division) with the provisions of Article 15-A and the attendant rules and regulations concerning the certification and utilization of M/WBEs and the participation of minority women businesses on State contracts and all procurement; identifies significant problems, trends, or developments; and prepares written findings and recommendations. Incumbent will participate in the development and implementation of the goals and objectives of the Division; formulate policies and goals for, and direct the effective and efficient operation of the Division; acts for the Executive Director in his/her absence.

Incumbent will also:

- Plan, develop, direct, coordinate and evaluate operating and program activities, direct the development, revision, and implementation of the Divisions policies, rules, and operational procedures.
- Participate in the development of policies and procedures required for the improvement or modification of existing Division programs and the implementation of new programs.
- Perform administrative and miscellaneous tasks assigned by the Executive Director of the Division.
- As assigned, direct budget preparation and expenditures of unit appropriations and recommend future funding requirements as a result of new modified programs requirements.
- Act in an advisory capacity to the Executive Director and other officials concerning proposed and newly enacted legislation, policies, or procedures affecting the Division's operation.
- Establish cooperative relationships with and act as a liaison to DMWBD staff, agencies, authorities, committees and employee groups to determine and prioritize needs and services.

**Minimum/Preferred Qualifications:**

Education level required:

Master's degree in business or public administration, MBA from accredited College or University preferred.

Equivalent Experience required:

Minimum of 5-10 years of general business or public policy experience; prior governmental experience with respect to compliance and/or procurement issues desirable. Experience in Senior Management in MWBE programs or Supplier Diversity.

Knowledge Required:

Compliance/procurement or MWBE program experience. Government policy background preferred.

**Contact Information:**

**Contact Name:** Stephanie Corso

**Address:** NYS Department of Economic Development  
Human Resources Office  
Albany, NY 12245

**Fax:** (518) 292-5852

**E-Mail:** DED-HR@esd.ny.gov

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