

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Associate Agency Services Analyst
Grade: SG-23 **Salary Range:** \$67,703 – 85,635
Appointment Type: Permanent
Jurisdictional Class: Non-Competitive

Due Date: August 25, 2014
Negotiating Unit: PS&T

Department: Community Economic Development

Location: 625 Broadway
Albany, NY 12245

Responsibilities:

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

Specific duties include:

- Develop, refine, and update ESD's MWBE contracting policies and operating guidelines.
- Develop annual Goal Plans for both ESDC 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 ESDC 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.

Minimum Requirements:

A Bachelor's degree in Public or Business Administration, Public Affairs and Policy, Political Science, Economics, Social Sciences or Special Programs, or a related field AND three years of experience in MWBE/Affirmative Action OR five years of community economic development program or audit/compliance experience.

Preferred: One year of experience as a supervisor or manager.

Educational Substitution: Graduate credits may be substituted for experience on the basis of 30 credit hours for each year of experience.

Contact Information:

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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.)*