

FULL TIME POSITION:

Director of Buyer Services

Division of Economic and Financial Opportunity

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The goals of the division are to increase and retain the number of certified minority- and women-owned business enterprises (M/WBEs); increase the number of M/WBEs winning government contracts, and increase overall M/WBE participation in private and public sector contracting.

SBS is seeking a Director for the Buyer Services Unit to provide services and support to City Buyers (Mayoral agencies, prime contractors, and other authorities) by using analytical tools and trainings to significantly increase the volume and frequency of contracts awarded to minority- and women-owned businesses.

Specific Responsibilities:

1. Review and submit final Mayoral agency utilizations plans providing guidance to agency staff throughout the process.
2. Provide guidance to Mayoral agencies with utilizing the Online Directory of Certified Businesses to assess availability and capacity of firms for contract goal setting.
3. Track and evaluate agency utilization performance throughout the fiscal year. Provide guidance in management of Performance Improvement Plan agencies when applicable.
4. Oversee citywide annual contract audit process using results to improve citywide compliance with the M/WBE Program requirements.
5. Participate in networking and procurement events to increase awareness of Local Law 1 and help connect certified businesses with purchasing managers.
6. Manage relationships with Mayoral agency M/WBE Officers and other procurement staff responsible for implementing Local Law 1 goals. This includes managing communications among those agencies and SBS staff to connect certified businesses to contract opportunities and capacity building services.
7. Manage organizing SBS' Annual Citywide Procurement Fair. This includes preparing solicitation documents for procuring an event planner, organizing guest speakers, agency participants and selecting event venue. Manage the event budget and solicit sponsors as applicable.
8. Research and analyze City agency contract data, procurement practices, needs, and requirements for the purpose of interpreting data trends and identifying areas of opportunity for M/WBEs, including availability of vendors, procurement and capacity building opportunities;
9. Conduct trainings for City Buyers on requirements of the M/WBE Program, program and policy changes, and other relevant information and best practices; and
10. Assist with special projects as needed.



Preferred Skills:

- Strong working knowledge of Microsoft Excel, Access, PowerPoint, and Visio;
- Ability to analyze and evaluate data and processes;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Experience working with cross-functional teams and diverse groups of people and managing staff;
- Strong interpersonal and written/verbal communication skills;
- Positive attitude, self-motivated, organized and detail oriented;
- Experience in government procurement processes; and
- Foreign language skills are a plus.

Qualifications:

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time professional experience in one or more of the following fields: business administration, marketing, public relations, journalism, law, public market operations, government contracting, urban planning, finance or grant administration, at least 18 months of which must have been in an administrative, managerial or executive capacity or in supervising personnel performing professional duties in one or more of the fields noted above; or

2. Education and/or experience equivalent to that described in "1" above. However all candidates must have the 18 months of supervisory, administrative, managerial or executive experience as described in "1" above.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

Director of Buyer Services to: careers@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID # 232998**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID # 232998**

Salary range for this position is: \$65,000 to \$70,000 per year.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038