

**MAJOR FUNCTIONS**

This is responsible, professional, consultative, and coordinative work directing and managing the City of Tallahassee and Leon County's Minority Women and Small Business Enterprise programs. An employee allocated to this class serves as liaison between the City, County and minority, women, and small business interests, and is responsible for promoting greater business participation with the City and County procurement opportunities. Work is performed with considerable independence under the general administrative direction of the Director-Tallahassee/Leon County Office of Economic Vitality, with review through observation, reports, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Directs and manages the Minority Women and Small Business Enterprise Division and employees. Enforces and administers the City and County's Policy and Procedures Manual covering minority women and small business. Promotes minority, women and small business participation within the City and County. Develops and maintains a working relationship with financial institutions, construction-related industries, minority, women and small businesses, trade associations, and other minority, women and small business and related organizations or groups. Provides assistance to Minority, Women and Small Business Enterprise Advisory Committee. Works in coordination with the City and County Procurement Services, department heads, and other officials to increase the participation of minority businesses in City and County purchasing and contract transactions. Develops and administers a public information program on the activities of the Minority, Women and Small Business Enterprise Office. Works with minority, women and small business clients on bidding procedures, bid specifications, bid submittals, contract awards, and administration and joint venture development. Provides counseling services to existing and potential minority women and small businesses. Maintains statistical information on minority, women and small business participation in City and County business transactions. Monitors and ensures the City and County's compliance with federal, state, and local laws and regulations related to minority, women and small business participation. Assists minority, women and small businesses in acquiring federal and state grants and other financial alternatives. Prepares an annual report and information brochures on Minority, Women and Small Business Enterprise Division activities, and publishes Minority, Women and Small Business Enterprise directory. Performs related work as required.

**Other Important Duties**

Prepares Annual Minority, Women and Small Business Enterprise Division budget. Completes special projects, as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of general administration and management. Knowledge of federal and state regulations and laws related to minority, women and small business participation. Knowledge of pertinent rules and regulations pertaining to the City and County government purchasing and contracting system. Knowledge of the City and County organization and the function and activities of departments. Considerable knowledge of business purchasing methods and procedures and subcontracting techniques. Ability to meet and work effectively with the general public and City and County officials. Ability to prepare budgets and compile statistical data. Ability to communicate effectively, both orally and in writing, and make public presentations. Ability to supervise subordinates effectively. Ability to meet and work effectively with the general public, superiors, officials, department personnel, and members of the minority business community. Possesses a management style consistent with the City and County mission and values. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, public administration, finance, communications, public relations, or a related field and two years of business development, professional administrative business experience or professional financial business experience; or an equivalent combination of training or experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-16-81

Revised: 05-15-85

08-05-83

01-16-90

10-13-03\*

08-10-09\*

08-08-16