

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: EXECUTIVE

POSITION: MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE PROGRAM OFFICER

POSITION SUMMARY

This position is for a Minority- and Women-Owned Business Enterprise (MWBE) Program Officer in the Executive Department of the Urban Redevelopment Authority of Pittsburgh (URA). The MWBE Program Officer is responsible for developing, managing, and implementing the MWBE Program for the URA. The position reports to the URA's Executive Director and will provide advice and recommendations to the Executive Director and URA Board of Directors on MWBE program policies and practices; develop and oversee implementation of outreach initiatives for the MWBE Program; assess and monitor MWBE participation efforts; prepare various reports; and serve as URA's liaison with businesses and the public at large concerning MWBE Program matters.

ESSENTIAL FUNCTIONS

- Develop, manage, and implement the MWBE Program
- Act as an advisor to the URA's Executive Director and Board of Directors on MWBE matters
- Act as a resource for URA Department Directors and staff, including any training or technical assistance needed
- Plan and conduct outreach initiatives for the MWBE Program
- Develop metrics for measuring the effectiveness of outreach programs, efforts and strategies
- Ensure URA procurement contains required clauses and participation goals
- Ensure that bid notices and requests for proposals are available to small businesses, including MWBEs, in a timely manner
- Connect small businesses with resources that assist in bid preparation
- Participate in pre-bid meetings with developers and general contractors to explain MWBE Program policies and requirements
- Evaluate proposers' good faith efforts to meet MWBE goals
- Provide recommendations on URA contract awards
- Oversee MWBE compliance monitoring and enforcement functions
- Gather, maintain, and report MWBE achievements to the URA, Equal Opportunity Review Commission, and others, as required
- Serve as a liaison between various stakeholders, businesses, and the general public
- Remain current on MWBE program best practices
- Review third party contracts and purchase requisitions for MWBE Program compliance and make recommendations for revisions, as appropriate
- Analyze progress toward attainment of goals and identify improvements that may be needed
- Assist in the design and creation of MWBE Program brochures/fact sheets/marketing materials for dissemination to the public, as well as updating internal forms and manual

- Assess MWBE Program strengths and weaknesses against policies and objectives, and make recommendations for changes and improvements
- Oversee the coordination and implementation of a technological solution to bid solicitation and compliance
- Perform duties as needed for budget creation

SKILLS

The ideal candidate will have the following skills, approaches, and abilities.

- Organization: Ability to connect the details of documents and other project elements critical to project success
- Communication: Ability to speak and write clearly and accurately, keeping others informed. Public speaking is required.
- Quality: Achieving a standard of excellence with work processes and outcomes, honoring URA policies and all regulatory requirements
- Collegiality: Being helpful, respectful, approachable, and team oriented, building strong working relationships, and a positive work environment

QUALIFICATIONS

This position, which is at-will and non-union, requires a bachelor's degree in any field providing a strong foundation for successful performance of the essential functions in this job description, or an equivalent combination of education, experience and training totaling four years. Eight years of progressively responsible experience in equal opportunity that includes substantive work in most of the essential functions in this job description, including: (a) conceiving, planning, and organizing work and deploying and managing resources (human and financial) for supplier diversity programs or activities of major scope and complexity such as the URA MWBE program; (b) identifying, explaining, promoting, and monitoring contracting opportunities for MWBEs; and (c) determining compliance with MWBE requirements prior to award and during the contract period.

SALARY

Range: \$66,000 – \$73,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

**Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-255-6617
Email: cbrooks@ura.org**

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