



NEW:

01/09/2017

JOB TITLE:	COORDINATOR MINORITY ENTERPRISE
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8476
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the implementation of programs embracing diversity/equity within the community and serves as liaison with other departments, schools and outside agencies; coordinates the development and implementation of Minority Business Enterprise and Women Business Enterprise procurement goals; facilitates the district's contractor prequalification process; maintains an updated directory of certified Minority Business Enterprise and Women Business Enterprise; and works with vendors and contractors to better understand and embrace Minority Business Enterprise and Women Business Enterprise goals.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as chairperson of the economic diversity/equity program review committee in the development and implementation of Minority Business Enterprise and Women Business Enterprise procurement

Assumes the responsibility of coordinating the district's contractor prequalification process and consults with the supervisor and maintains an updated directory of certified Minority Business Enterprise and Women Business Enterprise

Serves as a liaison with other units, departments, and outside agencies as required pertaining to diversity/equity issues

Assists the supervisor and other administrators by providing data and analysis of issues that are relative to diversity/equity community programs

Maintains complete and comprehensive files on each successful contractor's compliance with the district's good faith program

Coordinates with the purchasing department and all procurement agencies in preparing updates that relate to Minority Business Enterprise and Women Business Enterprise involvement

Works with school administrators on the implementation of programs embracing diversity/equity within the community

Conducts workshops with Minority Business Enterprise and Women Business Enterprise to help with their development and expand business opportunities, develop goals, and raise expectations

Works with vendors and contractors to better understand and embrace their Minority Business Enterprise and Women Business Enterprise goals, as well as develop mentoring opportunities

Performs other duties as assigned by the supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years successful experience in monitoring and compliance work

Three (3) years experience working with minority groups on diversity/equity issues
Valid driver's license
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Master's Degree
Experience with minority and women business enterprises in the field of construction