

**AIRPORTS S/DBE MANAGER****NATURE OF WORK**

This is highly responsible administrative and professional work managing the Department of Airports regulatory Disadvantaged Business Enterprise and Small Business Enterprise Programs.

An employee in a position allocated to this class directs the planning, application and implementation of the Department of Transportation Disadvantaged Business Enterprise and other related programs for the Department of Airports. This employee is responsible for development, implementation and coordination of the Department's compliance goals, objectives, policies and programs. Work is performed independently under the general direction of the Airports Director and is reviewed through conferences, reports and results obtained.

**EXAMPLES OF WORK**

Develops and recommends policies and procedures to insure maximum inclusion of Small and Disadvantaged Business Enterprise participation in contracts and procurement.

Identifies competitive contracting opportunities for Small and Disadvantaged Business Enterprises.

Establishes certification procedures and certifies status of Disadvantaged Business Enterprise vendors through review of Articles of Incorporation and field visits.

Develops and maintains programs to ensure departmental regulatory compliance with the Department of Transportation's federal regulations in the DBE program.

Develops programs and reporting systems to monitor contracts and to increase and correct under utilization of socially and economically disadvantaged individuals.

Develops and maintains a Disadvantaged Business Enterprise vendor list, records statistical data of firms eligible to do business with the Department.

Monitors Small and Disadvantaged Business Enterprise participation, making recommendations to address any problems which may arise.

Mediates disputes arising between Small Business Enterprises or Disadvantaged Business Enterprises and County or the Department.

Develops and coordinates periodic seminars and workshop with Disadvantaged Business Enterprises on how to prepare bids.

Monitors, reviews and evaluates performance of Small and Disadvantaged Business Enterprises.

Supervises the work of technical staff.

Determines departmental compliance with regulatory policies and ordinances.

Provides business training and develops opportunities for DBE's.

Manages and coordinates agreements with participating agencies to provide technical assistance.

**AIRPORTS S/DBE MANAGER - CONT'D****EXAMPLES OF WORK - CONT'D**

Develops, monitors, evaluates and enforces Airports federal compliance programs.

Identifies S/DBE vendors and maintains records, listings and statistical data of firms eligible to do business with the county.

Assists small and disadvantaged businesses/firms in preparing responses to bids or other county related purchasing documents. Assistance does not include determining what prices should be bid.

Establishes Airports goals and objectives for S/DBE contract participation.

Assists local, state and national agencies to locate and encourage S/DBE vendor participation in Airports contracting.

Develops and maintains a monitoring and reporting system of all Airports S/DBE efforts.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of Federal and State statutes.

Knowledge of the functions, organization and administration of governmental organizations.

Knowledge of contracts, business and corporate structure.

Skill in business and financial analysis.

Skill in resolution of conflicts regarding contract awards.

Sill in conducting investigations and preparing analyses.

Ability to establish objectives, implement procedures and develop methods to measure effectiveness of results obtained.

Ability to analyze and solve problems relating to Small and Disadvantaged Business Enterprises and to render advice and assistance.

Ability to present oral and written comments and recommendations clearly and concisely.

Ability to conduct investigations and to prepare accurate analyses.

Ability to maintain effective working relationships with subordinates, superiors and the public.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Social Science, Business or Public Administration or related field; five years of experience in the administration of contracts, regulatory experience in business development and conflict resolutions with diverse special interest groups; two years of supervisory experience; or any equivalent combination of related training and experience.