

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: COORDINATOR - MWBE**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative, technical, and supervisory work by coordinating the Minority Women Business Enterprise (MWBE) efforts of the BOE. Work involves planning, developing and overseeing implementation of programs, procedures, and policies to increase MWBE participation in the procurement, services, and construction process. Employee reports to the appropriate level supervisor as designated by the district.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Serves as the MWBE Coordinator for GCS to ensure that these types of businesses have access to the system.

Attends community meetings to make contacts and build rapport with minority and women owned business people.

Plans, develops and oversees implementation of programs, procedures and policies to increase contact with MWBE's.

Conducts MWBE forums to advise MWBE communities of upcoming new construction projects and procurement programs.

Serves as liaison between potential prime contractors and MWBE potential subcontractors and service providers.

Presents to various MWBE groups pertaining to purchasing and construction programs.

Examines and recommends construction trades and skills areas which are established as the most productive areas for competitive MWBE bidders.

Reviews bid notices, time-lines and other promotional efforts designed to increase awareness of purchasing/construction projects to generate MWBE interest.

Establishes and maintains index of MWBE's to bid on various commodities/contracts.

Monitors internal procedures to ensure compliance with State, local, and organizational procedures; assists in evaluating internal procedures enhance to ensure compliance with organizational goals

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and objectives.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, accounting, or a related field, and 3 to 5 years of experience in purchasing in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess ability to build and post features in today's WEB-enabled purchase applications (similar to WEB Master).

### **SPECIAL REQUIREMENTS**

Must obtain possession of a Business Enterprise Compliance Officer (BECO) certificate within five years of employment. This BECO certification must be maintained by earning ten (10) renewal certification points within each successive five (5) year period following initial certification. Must maintain membership in the North Carolina M/WBE Coordinators Network.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, invoices, requisitions, bid requests, specifications, contracts, catalogs, etc. Requires the ability to prepare

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correspondence, bid specifications, reports, purchase orders, invoices, contracts, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, mechanical, accounting and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of public sector purchasing principles, practices and procedures.

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Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

Considerable knowledge of the techniques and processes associated with minority recruitment programs.

Considerable knowledge of the activities, organization and practices of a variety of groups engaged in efforts to support minorities and/or minority-owned businesses.

General knowledge of modern office practices and procedures.

General knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

General knowledge of the principles of organization and administration.

Skill in complete and accurate document preparation for purchasing.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to use spreadsheets. Create charts and graphs, pivot tables and aggregate data to determine disparities, show trends and make data driven decisions.

Ability to create presentations for large audiences.

Ability to perform cost analyses.

Ability to evaluate internal procedures.

Ability to prepare bid specifications for a variety of equipment and services purchased by the School System.

Ability to exercise independent judgment in selecting from items available and cost quotations when recommending purchases.

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Ability to maintain accurate inventory and purchasing records and prepare periodic reports from these records.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to Evaluate bids to ensure compliance with Good Faith Efforts.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.