PURPOSE OF THE CLASSIFICATION: Under general supervision monitors City operations and projects for compliance with federal, state, and local laws and regulations, and other related assigned duties.

ESSENTIAL TASKS:
- Ensures organizational compliance with relevant federal, state, and local laws and regulations related to the City’s Small Business Enterprise Program.
- Receives, investigates, and resolves complaints arising from compliance with federal and state laws and regulations.
- Creates, monitors, and maintains compliance case files and reports.
- Conducts meetings/interviews with relevant parties in order to monitor and maintain compliance.
- Conducts research as required to meet essential job responsibilities.
- Must report to work on a regular and timely basis.

In addition to the above tasks the following tasks may be required by the individual department:

**Mayor’s Office of Economic Development**
- Implements, monitors, and directs the mandates of Title V and administers the process for complaints arising under Title V.
- Tracks good faith effort requirements in accordance with the Mayor’s SBE Executive Order.
- Provides technical support to certified SBEs and prime contractors and assists prime contractors with identifying certified SBEs.
- Promotes outreach to business community to increase qualified SBE pool.
- Provides oversight for the City’s SBE (Small Business Enterprise) program.
- Oversees the complaint process for issues arising under Title V.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

**Training and Experience:** Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from an accredited college or university with a bachelor’s degree in a field relevant to the essential tasks listed in this job description.
   (b) Experience preferred in monitoring federal programs or agency compliance relevant to the essential tasks listed in this job description.

**Knowledge, Abilities and Skills:**

Knowledge of:
- Comprehensive knowledge of federal, state and local laws impacting small businesses.
- Considerable knowledge of business and contractual law.
- Good knowledge of compliance and discrimination complaint procedures.
- Good knowledge of monitoring and purchasing practices.
- Good knowledge of the community environment.
- Good knowledge of investigative research techniques, budget and expenditure reports.
- Good knowledge of computers and related software.
Ability to:
- Ability to exercise good judgment and diplomacy in ambiguous and sensitive situations
- Ability to analyze problems and present recommendations and ideas effectively, both verbally and in writing
- Ability to write clear, concise and accurate reports
- Ability to maintain confidentiality; ability to demonstrate proficiency in the use of appropriate software
- Ability to work collaboratively within the organization and with the public in order to achieve job objectives.

Skill in:
- Skill in professionally and calmly handling difficult persons or situations
- Skill in communicating effectively, verbally and in writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.