

## **CLASS TITLE: MINORITY/FEMALE BUSINESS COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision monitors and performs compliance reviews of City contracting departments to insure compliance by contractors with regulations on Minority/Female Business Enterprises (M/FBE) utilization, resolves Minority/Female contracting problems, and manages M/FBE certification; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Establishes percentage goals for M/FBE participation in City construction and procurement contracts
- Monitors regular City construction and procurement contracts to ensure conformance with pertinent provisions of the M/FBE program and established M/FBE goals
- Manages the M/FBE Certification program
- Provides information and technical assistance to M/FBE's on how to do business with the City
- Provides technical assistance to various City departments, outside agencies and firms on the availability of M/FBE's
- Publishes and periodically updates Minority/Female Business Directory
- Prepares and maintains quarterly reports on City departments M/FBE utilization efforts
- Assists with investigations regarding alleged discriminatory practices in employment of M/FBE's
- Conducts seminars and workshops
- Attends pre-bid/pre-construction conferences to define contractor's responsibilities in cooperating with the City's M/FBE utilization program requirements
- Must report to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college with an associate's degree in social science, business administration, or a closely related field with four (4) years of experience performing responsible compliance duties, or a bachelor's degree in social science, business administration, or a closely related field and two (2) years of experience in a closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of social, cultural and economic factors related to Minority/Female Business Enterprises utilization; good knowledge of Affirmative Action, EEO guidelines and regulations; good knowledge of community resources available for prospective employment of Minority/Female Business Enterprises; good knowledge of research techniques. Ability to exercise good judgment, courtesy and tact in dealing with M/FBE utilization problems; ability to communicate effectively and express ideas verbally or in writing in a clear and concise manner; ability to analyze employer workforce reports relating to equal employment opportunity and the City's M/FBE utilization program; ability to operate a personal computer; ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent walking and standing; may be subject to frequent lifting and carrying up to five pounds; frequent reaching, bending, kneeling, and handling; occasional balancing; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma "Class D" Operators License.

**WORKING ENVIRONMENT:** Office environment and requires some travel to various sites throughout the City of Tulsa.

**Class Code: 1509**

**EEO Code: N-02**

**Pay Code: AT-32**

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**Group: Clerical and Administrative**  
**Series: General Administrative**

**Effective Date: December 1, 2000**