



<b>Job Title</b>	Procurement Opportunity Officer
<b>PVN ID</b>	VC-2002-003541
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	FPCM Procurement Services
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 21, 2020 (Or Until Filled)

## General Description

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The Diversity and Contract Compliance unit is organized under the Office of Facilities Planning, Construction and Management (FPCM)'s Procurement Services group. The unit has the overall responsibility for ensuring that the agency's procurements and resultant contracts, from inception through completion, comply with requirements for certified Minority and Women owned Business Enterprises (M/WBEs) and Service Disabled Veteran Owned Businesses (SDVOB) programs.

Salary commensurate with education and experience.

## Other Duties

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### RESPONSIBILITIES

Under the direction of the Director of Diversity and Contract Compliance, the Procurement Opportunity Officer will:

- Produce scheduled goal plans and compliance and management reports, and maintain database on agency MWBE and SDVOB utilization and milestones.
- Liaise proactively on MWBE and SDVOB matters with agency design and construction staff, procurement,

legal and financial staff, contractors and external oversight agencies.

- Plan and represent the agency at MWBE and SDVOB local and out-of-town outreach events and conferences.
- Participate in planning and implementing the University's annual procurement opportunity conference.
- Review payment invoices for MWBE and SDVOB compliance.
- Assist in managing the full range of compliance activities necessary for the registration and payment of design and construction contract services.

## Qualifications

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1. A Bachelor's Degree from an accredited institution; a Master's Degree in public administration or a related field from an accredited institution is a plus.
2. At least three (3) years of demonstrably successful experience in public MWBE and/or SDVOB programs, public construction contracting and/or related areas, preferably with a unit of New York State or New York City government; similar experience in a public university or educational environment is a plus.
3. Strong communication and analytical skills.
4. Demonstrated proficiency with Excel, Access, Word, PowerPoint, Adobe highly desirable.
5. Critical and creative thinking/problem solving, ability to effectively manage interpersonal relationships, as well as competing priorities, good organizational and presentation skills are all strongly desired.