**SUPPLIER DIVERSITY ADMINISTRATOR**

**(Equal Opportunity)**

**Pay Range: $36.47/hr. - $58.65/hr. ($75,857.60 - $121,992.00/annually)**

**Shift: Monday - Friday, 8:00 AM - 5:00 PM (40 hours/week)**

**Location: 330 W. Church St. Bartow, FL 33830**

***Health Benefits Package, Including Paid Holidays***

***This position is exempt from appeals procedures. The successful applicant works at the pleasure of the appointing authority.***

**Must have the physical, developmental, and mental ability to perform job tasks, work efforts, responsibilities, and duties of the job illustrated below:**

**MAJOR FUNCTIONS**

This is a highly responsible, administrative, and professional position coordinating and implementing programs and initiatives to help increase women and minority business enterprises (W/MBE) participation in Polk County’s procurement process. Assist Polk County Administration and the Procurement Director with the development and implementation of procurement procedures, as they relate to the W/MBE ordinance. Advise and Assist Directors and other management staff in ways to improve opportunities for minority and women owned businesses, and ensure compliance with the W/MBE ordinance. Work with the Equal Opportunity Administrator in the implementation of the Board’s policy to ensure nondiscrimination in Polk County’s procurement process. Serve as chairperson/lead on the Minority Business Input Team, and other committees as directed. Oversee staff as assigned.

**ILLUSTRATIVE DUTIES**

Develop, coordinate, encourage and implement various plans of action to promote and increase the level of W/MBE participation. Oversee, monitor, and revise the W/MBE Program, policy, ordinance, and goals. Implement and manage all aspects of the W/MBE Program and the Disadvantaged Business Enterprise Program (DBE). Maintain and constantly update the Minority Vendor list with specific information on expertise, qualifications, and other information. Verify status of ownership listed on women and minority vendor forms submitted to Procurement. Assist in securing management and technical assistance for the establishment, expansion, and overall development of DBEs and W/MBEs.

Interact with and Serve as Polk County’s liaison with local business/industry officials, governmental agencies, municipalities, community economic development organizations, and special interest business associations on matters pertaining to supplier diversity. Promote and Assist with the support of economic development in the disadvantaged community. Collaborate and work with Polk County Small, Women and Minority Business Assistance Office, and other W/MBE offices in the surrounding cities/counties on providing training and assistance to W/MBEs. Represent Polk County at meetings, and on supplier diversity committees, W/MBE organizations, and community relations committees, regarding programs, initiatives, challenges and opportunities.

Publicize procurement opportunities to DBEs and W/MBEs and Assist such businesses in obtaining contracts and subcontracts. Provide DBEs and W/MBEs with information in sufficient time to prepare bids and quotes. Attend pre-bid and pre-construction conferences and explain Polk

County’s DBE and W/MBE programs, and Respond to questions. Create and Maintain accurate and up-to-date records demonstrating DBE and W/MBE efforts and accomplishments.

Monitor contractors’ and subcontractors’ compliance with DBE and W/MBE commitments through the life of contracts, when applicable, and provide regular feedback on the status of projects to relevant parties. Develop and maintain new programs, such as 2nd tier, to increase W/MBE opportunities and improve Polk County’s spend with W/MBEs. Track and report on W/MBE participation, success, challenges and opportunities.

Conduct site visits, and coordinate and attend industry trade shows, W/MBE vendor day programs, conferences, and related events. Coordinate, Facilitate, and Conduct training seminars to inform potential bidders of Polk County’s DBE and W/MBE Programs, and of available procurement opportunities. Assist in the arrangement of joint ventures between D/W/MBEs and majority (non D/W/MBE) firms. Assess and measure the effectiveness of the program and develop relevant reports. Maintain statistical information of minority business efforts related to county procurement. Supervise assigned staff in work related to job duties and responsibilities. Respond to inquiries, problems/complaints, and assist with investigations and resolutions, regarding women and minority business interest. Conduct meetings of the Minority Business Input Team, and other meetings as directed. Perform other related duties as required.

**KNOWLEDGE, ABILITIES, AND SKILLS**

Demonstrated ability to grow supplier diversity spend on a systematic basis by using influencing skills. Ability to plan, develop, and present instructional workshops to encourage minority business participation within the county procurement processes, and help W/MBEs compete successfully in the marketplace and outside of the W/MBE program. Ability to assess the qualifications of diverse businesses to effectively serve Polk County. Ability to learn Polk County methods and procedures for: procurement of supplies, vendors list, catalog files, commercial registers, directories, office files, and other material containing information relative to sources of supply.

Ability to maintain close, effective and cooperative relationships with professional associations, special interest business associations at the governance/board level. Ability to communicate in an effective and clear manner that can be easily understood. Ability to make public presentations. Ability to research, investigate, detect, inspect, verify, recognize, and recommend solutions. Ability to identify incorrect information or work and take remedial actions independently. Ability to exercise independent judgment and make decisions in accordance with established regulations and procedures. Ability to make accurate mathematical computations. Ability to deal effectively with vendors, officials, and employees. Ability to learn practices and techniques used in making competitive purchases consistent with quality and quantity desired. Ability to supervise others.

Strong analytical and negotiation skills. Excellent written and oral communication skills. Excellent presentation skills.

**MINIMUM QUALIFICATIONS**

Graduate of an accredited four (4) year college/university with course work in Business Administration, Business Management, Economic Development, or a related field and have a minimum of five (5) years of experience in supplier diversity, supply chain, buying/purchasing, business plan development, or other related experience.

Must be able to utilize all features afforded by word processing and other software and personal computer utilized by the division.

Must possess a valid driver’s license and be able to secure a valid Florida driver’s license at the time of employment within this classification.

**SPECIAL REQUIREMENTS**

Must have transportation to independently travel to job sites, and meet with businesses and agencies as necessary.

**This position may be required to report for work when a declaration of emergency has been declared in Polk County.**

**TO APPLY PLEASE VISIT:**

[**https://www.polk-county.net/equity-and-human-resources/career-opportunities**](https://www.polk-county.net/equity-and-human-resources/career-opportunities)

**For additional assistance or info please contact:**

Chris Strait – Talent Acquisition Manager (Ad-Vance Talent Solutions)

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