



JOB TITLE:	DISADVANTAGED AND SMALL BUSINESS ENTERPRISES (DBE) PROGRAM ADMINISTRATOR	DIVISION:	DISTRICT – ADMINISTRATION & DEVELOPMENT
REPORTS TO:	MANAGER OF EEO & COMPLIANCE PROGRAMS	EEO CATEGORY:	02 – PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Reporting to the Manager of Equal Employment Opportunity Compliance Programs, this position is responsible for developing, implementing and administering the District's *Diversity Program for Contracts (Disadvantaged Business Enterprises and Small Business Enterprises ("DBE/SBE"))*. This position works with a high degree of independence as a subject matter expert. May provide program support for the District's *EEO Program/Affirmative Action Planning*, as needed.

Essential Responsibilities

- Administers the *Diversity Program for Contracts* in compliance with Federal Transportation Administration (FTA) and Federal Highway Administration (FHWA) guidelines and District business operational goals to ensure continued FTA grant funding.
- Creates and implements the District's DBE/SBE program policies and procedures.
- Independently considers options for program effectiveness and determines courses of action to implement new strategies and techniques to ensure program improvement.
- Recommends and advises executive management and the Board of Directors regarding DBE/SBE program policy changes. Serves as the District's Disadvantaged Business Enterprise Liaison Officer (DBELO) with independent and direct access to the District's General Manager.
- Interprets federal regulations and determines methodologies used to develop, monitor and report DBE/SBE program goals to the FTA and related activities required for District contracting opportunities.
- Independently determines the method and maintenance of accurate records necessary to gather and analyze data required for program reporting, goal development methodology and uniform reporting of DBE and SBE awards or commitments and payments.
- Analyzes data and regularly crafts and submits financial reports to FTA and DOT.
- Independently determines DBE/SBE goals for District contracts for construction, professional and non-professional services, RFQs/RFPs and procurements; and establishes methodologies to monitor and achieve goals.
- Evaluates bids/proposals and recommends award to the General Manager.



- Independently conducts pre-bid and pre-award meetings with the public to ensure interested contractors and subcontractors are knowledgeable of contract requirements as related to the DBE/SBE program.
- Evaluates procurement and contract solicitations to ensure compliance with FTA/FHWA requirements as required for small/disadvantaged business participation; and, monitors projects to ensure the District's *Diversity Program for Contracts* is meeting obligations.
- Independently identifies, investigates and recommends solutions to resolve issues/complaints/protests involving public challenges that arise in the administration of the DBE/SBE program.
- Provides program direction to management, District staff and federal, state and local government agencies regarding the interpretation and application of FTA/FHWA guidelines, reporting and procedures.
- Represents the District on a variety of committees conducting and/or coordinating outreach events and activities; including participation in the Business Outreach Committee to educate small/disadvantaged businesses about contracting opportunities and to improve DBE/SBE participation.
- Prepares staff reports and makes formal presentations and recommendations to executive management and the Board of Directors on all aspects of the District's Diversity programs.
- Responsible for on-site FTA compliance reviews for contractor projects by preparing documents in response to FTA Triennial Review audits and meeting with auditors as the subject matter expert.
- Attends comprehensive trainings to remain current on DOT regulations; participates in professional organizations and group meetings.
- Trains and instructs District staff on new DBE/SBE processes and procedures.
- Assists with Compliance department programs and projects, as assigned.
- Regular and reliable attendance and performance.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance required

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of contract compliance for DBE/SBE programs and related federal, state and local rules and regulations; public sector procurement and bidding procedures.

Skill in or Ability to:

- Work independently, organize work, prioritize and meet deadlines.
- Interpret and apply complex DOT regulations as they relate to Diversity programs.
- Communicate effectively both orally and in writing and to make formal presentations to staff, management and Board of Directors.
- Formulate policy and make recommendations for improvement.
- Be collaborative and proactive in gathering information necessary to complete work tasks.



- Establish and maintain effective working relationships with personnel at all levels in the organization, with outside agencies and the public.
- Demonstrate proficient with Microsoft Word, Excel, PowerPoint and Access sufficient to generate complex spreadsheets, correspondence, presentations, and track DBE participation data.
- Use the Internet as a research tool.
- Participate in public outreach events.
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with coursework in business administration, human resources, public policy, or a related field preferred.
- Three years' recent experience in the administration of Disadvantaged Business Enterprise (DBE) programs **or** contract management and compliance-related work.

Required License:

- A current, valid California Driver's license and satisfactory driving record desired (*Operates District vehicle in the course of work responsibilities*).

Physical Requirement:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.