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FULL TIME POSITION: PROJECT MANAGER DIVISION OF ECONOMIC AND FINANCIAL OPPORTUNITY

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The Labor Services Unit is committed to encouraging a competitive and diverse New York City business environment by prompting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

The goals of the Division is to ensure that vendors who do business with the City of New York comply with federal, state and local employment opportunity laws and regulations to provide equal employment opportunities to all employees and job applicants.

Under general supervision, the Project Manager will conduct confidential and sensitive site visits on the construction projects under review for E.O. 50 and Local Law 67 into the City's MWBE program and will report findings to in house Project Manager.

- Work closely with Project Managers to review documentation for certification applicants selected for a site visit;
- Schedule site visits with certification applicants;
- Perform site visits according to plans developed with assigned Certification Analyst, including examine physical location and work space of business, taking photographs, and identifying storage spaces, equipment, vehicles, and other items applicable to the business type;
- Review business files and documents, including but not limited to financial records, payroll and employee records, tax documents and contract files;
- Interview certification applicant's business principle(s) and other employees;
- Complete the Site Inspection Form documenting all findings;
- Exercise sound judgment when entering a business location and in evaluating the physical space;
- Handle confidential information and enter data into client management system;
- Establish and maintain comprehensive, secure, and retrievable files;
- Assist with organization of documentation in certification applicant files and draft recommendations as appropriate;
- Support the production of weekly metrics reporting;
- Participate in special projects as needed.



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Preferred Qualifications:

- Experience with field investigations, auditing law enforcement, security or related field;
- Outstanding writing, presentation, and communications skills;
- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Ability to manage both internal and external relationships;
- Valid New York State driver's license and comfortable driving in and around New York City region;
- Fluent in Spanish a plus.

Qualification Requirements:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
 - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development; or

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:
Project Manager to: careers@sbs.nyc.gov.

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 271539

All Other Applicants: Go to [NYC Jobs](#) search for Job ID: 271539

SALARY: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment.