

## FULL TIME POSITION:

### Assistant Commissioner, Operations Division of Economic and Financial Opportunity

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#### **Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

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#### **Job Description:**

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City Business environment by promoting 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 for the division are to increase and retain the number of certified M/WBE companies; increase the number of M/WBEs winning government contracts, and increase their overall participation in private and public sector contracting. SBS is seeking an **Assistant Commissioner for Operations** in the Division of Economic and Financial Opportunity. The Assistant Commissioner will report to the Deputy Commissioner and will oversee certification, agency account management and business assessment functions in support of larger divisional goals and legal requirements under Local Law 129 of 2005.

#### **Specific Responsibilities:**

1. Implement strategies to generate new certification leads in high demand sectors (based on city purchasing frequency and value) and ensure firms are re-certifying.
2. Oversee relationships with regional certifying partners and work to improve reciprocity agreements and streamline certification processes.
3. Oversee statutory compliance reporting including Citywide M/WBE scorecards, agency M/WBE audits, and related LL129 compliance requirements. Coordinate with City agencies to collect and analyze data including the Mayor's Office of Contract Services, the Comptroller's Office, and the Financial Information Services Agency.
4. Support and train M/WBE and Agency Chief Contracting Officers at 23 mayoral agencies to drive agency performance and adoption of best practices to increase the utilization of M/WBEs.
5. Expand and automate the budget and supply chain analysis provided to agencies to provide them with the tools they need to be successful advocates.
6. Coordinate with the agency's Business Development Division to streamline business assessment and improve matching to contract opportunities and capacity building services.

#### **Preferred Skills:**

- A master's degree or comparable professional experience
- Minimum of six years of relevant full-time professional experience in strategic planning, change management, statistical analysis, legal or public policy oversight/regulation.

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- Minimum of three years of direct government contracting experience with deep knowledge of procurement principles, rules and implementation.
- Excellent interpersonal and organizational skills.
- Excellent strategic thinking, operations, quantitative/qualitative skills.
- Excellent writing and editing skills.
- Expertise required in project management, process improvement and change management.
- Ability to gather and synthesize information from a wide variety of people and sources and communicate it effectively to senior staff and decision makers

### **Qualifications:**

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time professional experience in one or more of the following fields: business administration, marketing, public relations, journalism, law, public market operations, government contracting, urban planning, finance or grant administration, at least 18 months of which must have been in an administrative, managerial or executive capacity or in supervising personnel performing professional duties in one or more of the fields noted above; or

2. Education and/or experience equivalent to that described in "1" above. However all candidates must have the 18 months of supervisory, administrative, managerial or executive experience as described in "1" above.

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### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:

**Assistant Commissioner –Operations** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Salary range for this position is: \$90,000 - \$108,000 per year**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment (does not apply to all positions)**

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services

Human Resources Unit

110 William Street

New York, New York 10038