FULL TIME POSITION:

Buyer Engagement Specialist, Buyer Services
Division of Economic and Financial Opportunity

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 (M/WBEs), 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.

Job Description:

The goals of the division are to increase and retain the number of certified minority- and women-owned business enterprises (M/WBEs); increase the number of M/WBEs winning government contacts, and increase overall M/WBE participation in private and public sector contracting.

SBS is seeking a Buyer Engagement Specialist for the Buyer Services Unit to provide services and support to City Buyers (Mayoral agencies, prime contractors, and other authorities) by using analytical tools and other methods to aggressively increase the volume and frequency of contracts awarded to Minority and Women-owned businesses.

Specific Responsibilities:

1. Under the supervision of the Director of Buyer Services, provide direct support to City Buyers (agency procurement staff and prime contractors) to ensure compliance with the Local Law 1 Citywide utilization goals and other metrics used for measuring agency data trends, including the support and development of annual agency utilization plans and quarterly meetings of M/WBE Officers with the Director of the M/WBE Program;

2. Research and analyze City agency contract data, procurement practices, needs, and requirements for the purpose of interpreting data trends and identifying areas of opportunity for M/WBEs, including availability of vendors, procurement and capacity building opportunities;

3. Assist City Buyers with the development and use of analytical tools to improve performance;

4. Review City contract awards to determine areas where product and service needs are changing, and identify areas to consider for the recruitment of MWBEs that may be underutilized;

5. Conduct trainings for City Buyers on requirements of the M/WBE Program, program and policy changes, and other relevant information and best practices;

6. Coordinate various resources and activities to connect Buyers and M/WBE vendors, including planning and participating in networking events, workshops, training sessions, and other related activities;

7. Manage web-content and update accordingly; and

8. Assist with special projects as needed.

Preferred Skills:

- Strong working knowledge of Microsoft Excel, Access, PowerPoint, and Visio;
- Ability to analyze and evaluate data and processes;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;

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- Experience working with cross-functional teams and diverse groups of people;
- Strong interpersonal and written/verbal communication skills;
- Positive attitude, self-motivated, organized and detail oriented;
- Familiarity with government procurement processes; and
- Foreign language skills are a plus.

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.

How to Apply:

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

Salary range for this position is: $45,000 - $52,000 per year.

ALSO:

- **For Non-City/External Candidates:** Visit the External Applicant NYC Careers site and apply for this position by searching Job ID: **162463**
- **For Current City Employees:** Visit Employee Self-Service (ESS) to view and apply for available positions. Click on recruiting Activities > Careers, and search for the specific Job title : **162463**

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment
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

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