

**FULL TIME POSITION:**  
**Certification Intake Analyst**  
**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.

Under general supervision, the Certification Intake Staff will provide the following:

- Conduct preliminary review of applications submitted to ensure that they are complete prior to assigning to certification analysts for review.
- Follow up with applicants to encourage/guide them in completing their submissions.
- Backup administrative staff with processing applications received by mail and through the Certification Self Service Portal.
- Backup data collection and entry into CTrack1 of Annual Certification Affirmations.
- Work on special projects as assigned.

**Preferred Skills:**

- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments.
- Strong work ethic, organization skills and attention to detail.
- Comfort working with cross-functional teams and diverse groups of people.



**Qualifications:**

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law.
2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.

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**How to Apply: PLEASE NOTE THIS POSITION WILL BE AVAILABLE ON JULY 1, 2015**

To apply for this position, please email your resume and cover letter including the following subject line: Certification Intake Analyst to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: 191737

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: 191737

**Salary:** \$45,000 per year.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment.