

**CITY OF GAINESVILLE**

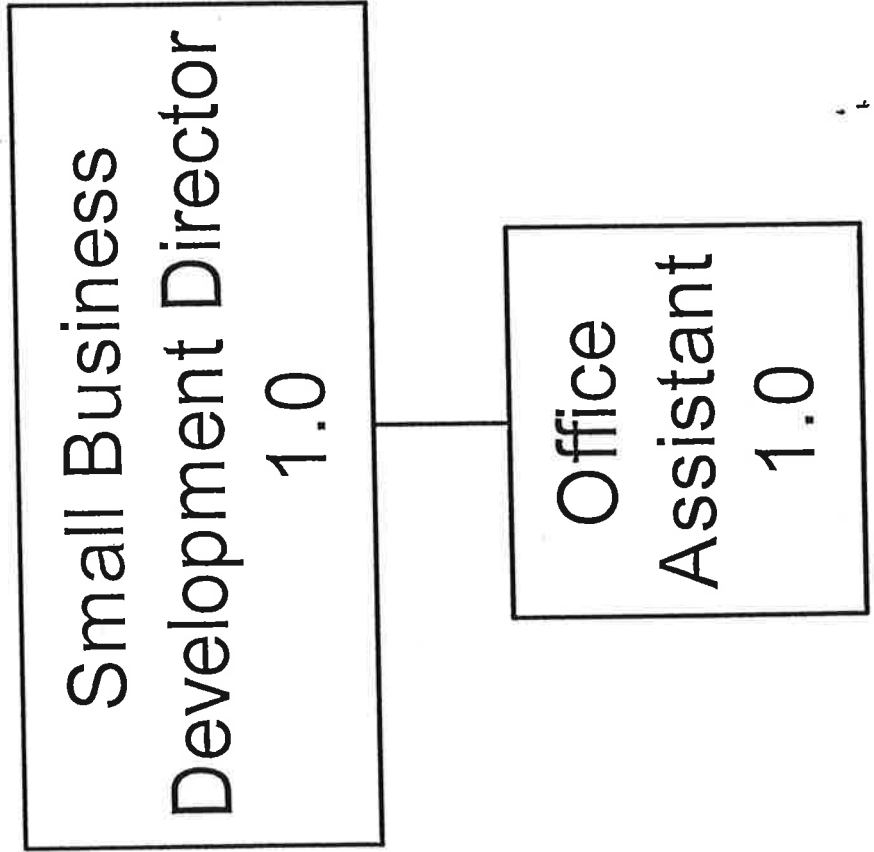
---

Human Resources Department  
Box 20

INTER-OFFICE COMMUNICATION

Classification and Compensation Review Panel recommend that the Personnel & Organizational Structure Committee approve the reclassification of the Minority Business Enterprise Coordinator, professional pay grade 42 (\$30,879-\$45,701) to Department of Small Business Development Director, a manager level position, at pay grade 71, (\$37,363-\$56,187).

DEPARTMENT OF  
SMALL BUSINESS DEVELOPMENT

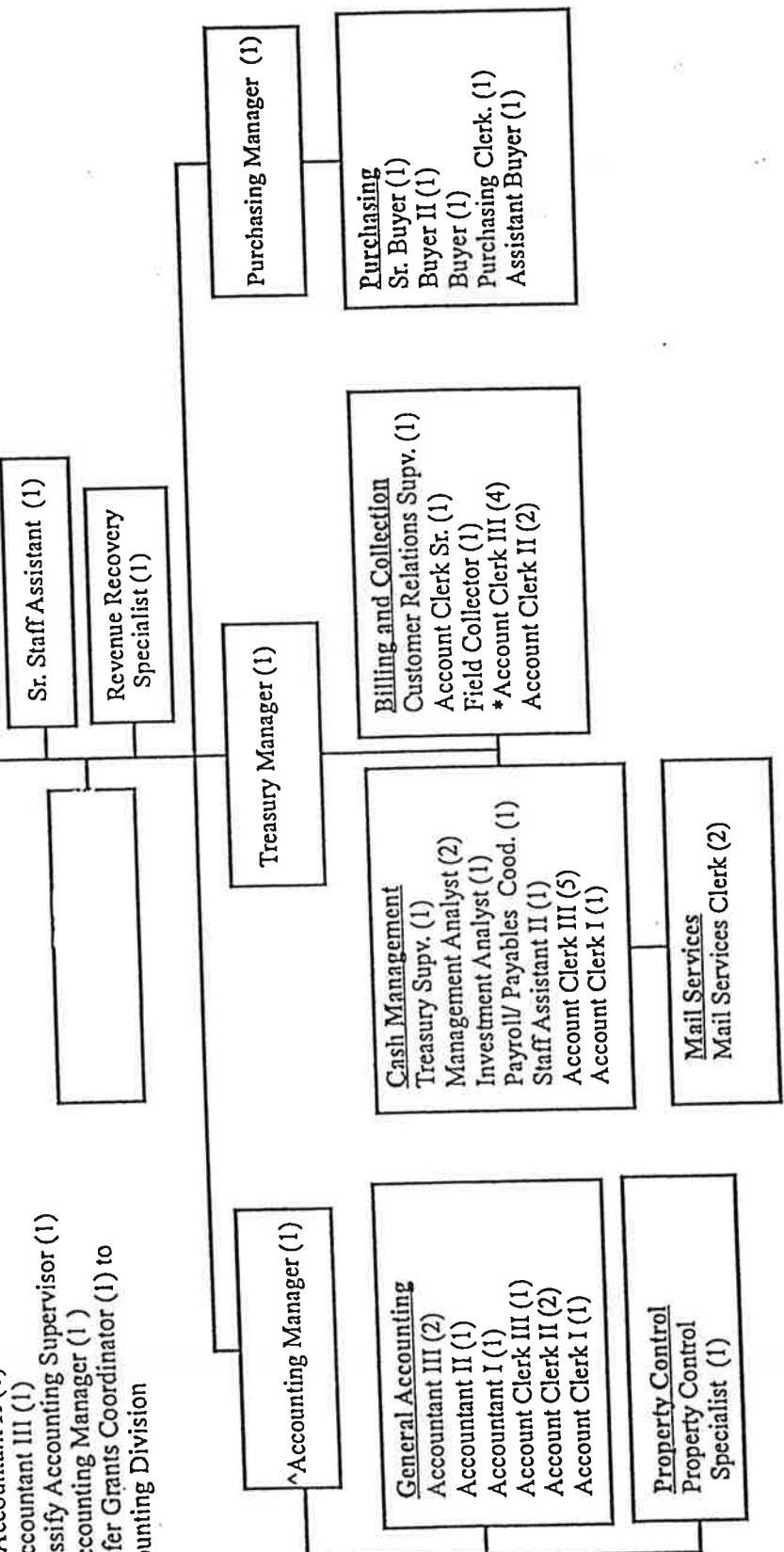


# FINANCE FY 01-02 ADOPTED ORGANIZATION CHART

Proposed

- Personnel Changes
- Transfer Grants Coordinator (1) to City Manager
- Add Management Analyst (1) in Pension Fund
- Delete Account Clerk I (0.5)
- Delete Accountant II (1)
- Add Accountant III (1)
- ^Reclassify Accounting Supervisor (1) to Accounting Manager (1)
- ^Transfer Grants Coordinator (1) to Accounting Division

**FINANCE DIRECTOR (1)**

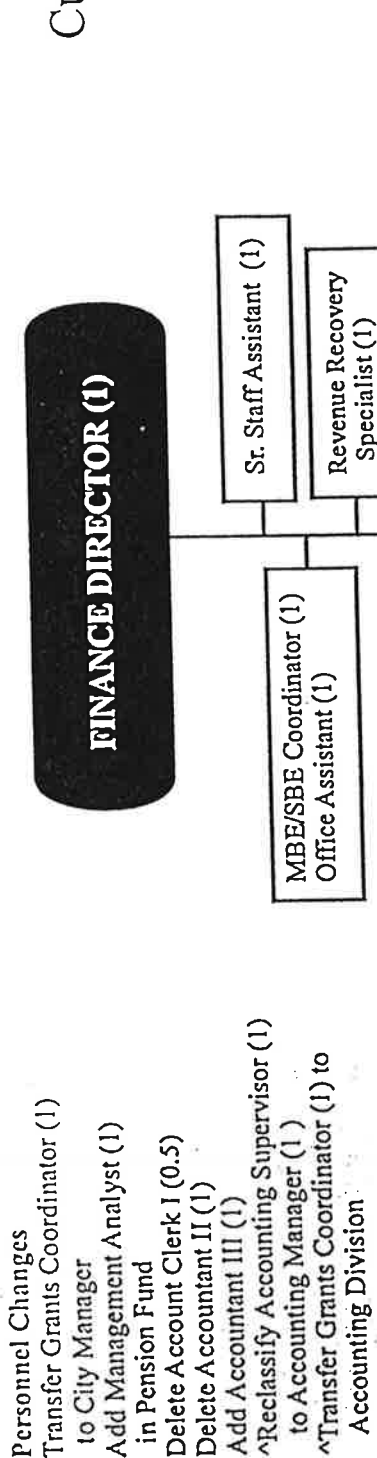


\*Account Clerk III (1) funded from various sources  
 ^Change made during FY 1999 and FY 2000

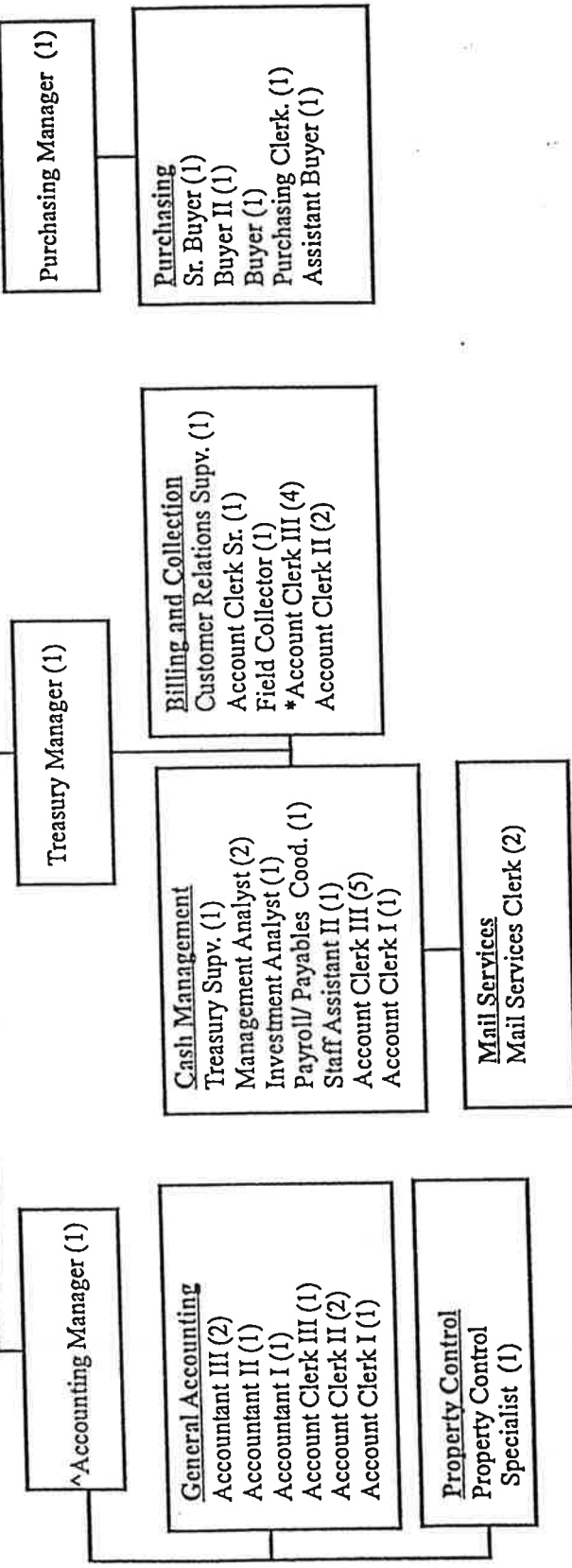
# FINANCE

## FY 01-02 ADOPTED ORGANIZATION CHART

Current



- Personnel Changes
- Transfer Grants Coordinator (1) to City Manager
- Add Management Analyst (1) in Pension Fund
- Delete Account Clerk I (0.5)
- Delete Accountant II (1)
- Add Accountant III (1)
- ^Reclassify Accounting Supervisor (1) to Accounting Manager (1)
- ^Transfer Grants Coordinator (1) to Accounting Division



\*Account Clerk III (1) funded from various sources  
 ^Change made during FY 1999 and FY 2000

# DRAFT

CITY OF GAINESVILLE  
JOB DESCRIPTION

TITLE CODE: #1036  
TBA

## SMALL BUSINESS DEVELOPMENT DIRECTOR

### NATURE OF WORK

Managerial and administrative work managing the City's Small Business Development Department and activities.

### CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher level classes by its emphasis on small business development of and from lower classes by its department managerial responsibilities.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Plans, directs, and coordinates all activities of the City's Small Business Development (SBD) Department.

Develops policies and procedures related to the procurement process for qualified minority and small businesses.

Evaluate potential impact of recommended City programs on minority and small businesses that contract with the City.

Ensures the City's compliance with federal and state laws and regulations impacting Minority Business Enterprises (MBE) and Small Business Enterprises (SBE) programs.

Provides counseling and technical assistance to MBE and SBE

Conducts confidential interviews and investigates discrimination complaints made by MBE and SBE contractors or vendors about City purchasing procedures; makes recommendations to management as needed to resolve complaints.

Coordinates activities with functions of other City departments and private and public agencies.

Prepares, submits, and monitors annual departmental budget.

Makes long and short range plans for department.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Identifies qualified MBE and SBE and assists them in participating in the City's bid process.

Works with the financial community to provide minority businesses with access to financial resources.

Develops, maintains, and distributes MBE / SBE Directory.

Monitors the progress of the City's MBE /SBE Procurement Programs and prepares statistical reports on its progress.

Develops and conducts seminars and workshops in order to assist contractors and vendors in understanding and meeting the requirements to participate in the City's procurement process.

Assists other departments in meeting federal or state MBE/SBE requirements.

Makes presentations to a variety of internal and external groups and businesses.

Attends work on a regular and consistent basis.

## MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with major course work in business or public administration and two years experience in purchasing or the MBE/SBE field, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

## LICENSES/CERTIFICATES

Certified Purchasing Manager or Certified Public Purchasing Buyer preferred.

## NOTES

May be required to work outside normal business hours.

## SELECTION FACTORS

Knowledge of laws, ordinances, regulations, and statutes governing MBE/SBE functions.

Knowledge of laws, ordinances, regulations, and statutes which govern the public purchasing functions.

Thorough knowledge of information needs, research techniques, and statistical procedures required to prepare reports concerning compliance with the MBE programs.

Knowledge of minority and small business group needs and problems, and developmental requirements, including programs/assistance available.

Knowledge of computers and relevant software.

Ability to research and understand relevant federal, state, and local legislation.

Ability to communicate effectively both orally and in writing and make public presentations.

Ability to develop and conduct workshops.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/01/97; [DRAFT 4/25/01].

## MINORITY BUSINESS ENTERPRISE (MBE) COORDINATOR

### NATURE OF WORK

This is a responsible position to ensure that minority business enterprises (MBE's) have an opportunity to participate in the procurement process which provides supplies and services to the City in accordance with federal, state, and local laws.

### CLASSIFICATION STANDARDS

The position allocated to this classification reports to the Purchasing Manager and works under general supervision. Work in this class is distinguished from higher level classes by its lack of general managerial responsibility and from lower classes by its emphasis on MBE issues and its professional nature.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Develops and coordinates the implementation of the City's MBE Procurement Program.

Administers and manages Program on a day-to-day basis.

Identifies qualified minority businesses and assists them in participating in the City's bid process.

Provides counseling and technical assistance to MBE's.

Works with the financial community to provide minority businesses with access to financial resources.

Develops, maintains, and distributes MBE Directory.

Ensures that bids are structured in a manner to maximize access to minority businesses without reducing the City's ability to acquire supplies and services at the best value for the price; recommends changes to bid procedures as needed.

Monitors the progress of the City's MBE Procurement Program and prepares statistical reports on its progress.

Keeps apprised of federal and state laws and regulations impacting MBE programs, and ensures the City's compliance.

Conducts seminars and workshops in order to assist contractors and vendors in understanding and meeting the requirements to prepare City bids.

Conducts confidential interviews and investigates discrimination complaints made by MBE contractors or vendors about City purchasing procedures; makes recommendations to management as needed to resolve complaints.



- Assists other departments in meeting federal or state MBE requirements.
- Operates and utilizes various types of office equipment such as a computer and calculator.
- Makes public presentations to interested individuals, groups, and businesses.
- Attends work on a regular and consistent basis.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with major course work in business or public administration and two years experience in purchasing or the MBE field.

**LICENSES/CERTIFICATES**

Certified Purchasing Manager or Certified Public Purchasing Buyer preferred.

**NOTES**

May be required to work outside normal business hours.

**SELECTION FACTORS**

- Knowledge of laws, ordinances, regulations, and statutes which govern MBE functions.
- Knowledge of laws, ordinances, regulations, and statutes which govern the City's purchasing function.
- Thorough knowledge of information needs, research techniques, and statistical procedures required to prepare reports concerning compliance with the MBE program.
- Knowledge of minority business group needs and problems, and development requirements, including programs/assistance available.
- Knowledge of computers and relevant software.
- Ability to research and understand relevant federal, state, and local legislation.
- Ability to communicate effectively both orally and in writing and make public presentations.
- Ability to plan and conduct workshops.

Human Resources Department: (Signed original on file in Human Resources) / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.