



POSITION DESCRIPTION

JOB TITLE: Coordinator – Supplier Diversity Job Class:0205	
DATE	Office of Accountability and Efficiency Contract Compliance Services
Pay Schedule:	Pay Range:
FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	
Management Approval:	
POSITION SUMMARY and PURPOSE: Ensures contract compliance, reviews contracts and establishes reports that outline the district's use of Historically Underutilized Businesses (HUB), Communities in Need (COIN) and Student Engagement.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists in the management and monitoring of Milwaukee Public Schools' (MPS) Historically Underutilized Businesses, Communities in Need (COIN) and Student Engagement requirements for assignment of contracts.
2. Reviews district contracts for compliance to the assigned contract requirements set forth by the Department of Contract and Compliance Services (CCS).
3. Contributes to the development of training and informational items that assist MPS operating departments and vendors in meeting all CCS supplier diversity program requirements.
4. Creates presentations on contract compliance reviews and issues to administration. Assists with preparation of Board items for presentation to the Board of School Directors.
5. Participates in pre-bid meetings. Provides resource information and direction to contractors. Resolves contractor compliance issues, makes recommendations and assigns sanctions as necessary.
6. Maintains on-line CCS information to include vendor brochures and documents.
7. Represents the district at regional supplier diversity events. Visits various contractors on an as-needed basis.
8. Monitors contractor schedules and invoices for compliance.
9. Works with other government and community agencies in areas that promote supplier diversity program objectives.
10. Collaborates in the development, design and content of supplier diversity programs on-line information.

11. Participates in the development of training and informational items to assist MPS' operational departments and vendors in meeting all contract requirements. Attends trade fairs.
12. Assists with the department budget planning and management.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Equal Opportunity Program Coordinator.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates projects with other staff members.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in business, accounting or a similar field. Certification as a Master Compliance Administrator (MCA) or a Contract Compliance Administrator (CCA) from the American Contract Compliance Association (ACCA) is preferred. A combination of education and experience will be considered.

Experience Requirements

Three to five years of experience in diversity program management is preferred. A combination of education and relevant experience may be substituted for the educational requirements.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are essential. Familiarity with federal, state and local laws regulating targeted programs and/or individuals is required. An understanding of the MPS contracting procedures is desired. Knowledge of computer hardware and software including applications and programming; proficiency in using MS Office, spreadsheet capabilities and an understanding of databases and internet operations. Must be able to work effectively under time constraints, with little direct supervision. Must be able to work with a diverse population.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY

ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.