



POSITION DESCRIPTION

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| JOB TITLE: Manager, Contract Compliance Job Class: 3026 | |
| DATE | Office of Efficiency and Accountability Contract Compliance Services |
| Pay Schedule: | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Range: | |
| Management Approval: | |
| POSITION SUMMARY and PURPOSE: Develops, directs and coordinates the programs and activities of Milwaukee Public Schools' (MPS) Contract Compliance Services Division. Oversees and coordinates MPS' multi-faceted Historically Underutilized Business (HUB), Communities In Need (COIN) and Student Engagement (in the form of student employment and career education) activities. Plans, coordinates and implements departmental functions in alignment with national and regional supplier diversity best practices. Coordinates activities with local agencies and internal contract decision makers to provide the greatest level of opportunity for target group participation. | |

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. Manages staff, programs and functions with respect to district Historically Underutilized Businesses (HUB), Communities in Need (COIN) and Student Engagement assignment on contracts. Establishes and implements program priorities.
2. Provides overall leadership in the development and implementation of district-wide program application. Recommends and implements policy direction, interpretation and application to district contracts. Interprets and applies relevant local, state and federal legislation and guidelines to MPS programs.
3. Directs and assists staff in the communication, interpretation, modification and negotiation of successful vendor compliance to HUB, COIN, and Student Engagement guidelines, procedures and standards.
4. Monitors and reports vendor compliance performance as assigned on contracts.
5. Develops HUB, COIN and Student Engagement programmatic and planning standards. Oversees and/or develops related statistical record keeping systems/formats. Directs the provision of technical assistance to users of the MPS Contract Compliance Reporting System (CCRS).
6. Develops annual compliance goals for Board approval. Monitors and reports compliance efforts.

7. Oversees the development and implementation of MPS' HUB efforts in order to ensure compliance with applicable federal, state and local regulations, and Board Policy relative to minority business enterprises (MBE) and women business enterprises (WBE).
8. Develops applicable policies and procedures in keeping with Board goals. Oversees and/or provides related training and direct technical assistance efforts. Oversees/directs the development of related data sources and reports. Establishes policies and procedures to maximize targeted business participation in competitive bidding.
9. Develops policies and procedures to resolve complaints, and represents MPS interests in compliance resolution.
10. Oversees, establishes, develops, implements and monitors the creation and distribution of uniform, comprehensive literature regarding Contract Compliance Services Programs. Assesses MPS programs for compliance with federal, state and local legislation and Board policy.
11. Investigates barriers to program objectives and implements procedures to eliminate those barriers. Oversees related administrative activities.
12. Hires, trains, manages and evaluates staff. Develops and administers the program budget. Develops and directs the accomplishment of division goals and objectives. Oversees the development of relevant information systems and reports.
13. Provides program assistance and support to MPS vendors, as well as contracting schools and departments.
14. Maintains public and private sector business and community partnerships to enhance and promote program goals throughout Metropolitan Milwaukee.
15. Actively supports the MPS Strategic Plan.
16. 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 Chief Accountability and Efficiency Officer.

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.)

Oversees a staff of three – four FTE's

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, finance or a related field, advanced level coursework is desired. American Contract Compliance Association (Contract Compliance Administrator-CCA or Master Compliance Administrator-MCA) Certification is preferred.

Experience Requirements

Previous experience in Supplier Diversity administration is desired with experience in program reporting responsibility to a variety of groups including Board Directors, cabinet officers, and community organizations. Additional experience in general purchasing, procurement and/or facilities and maintenance services is helpful.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Must have excellent planning and organizational skills that promote desired program results. Experience supervising staff and budget development and management is desired. Must be an effective manager of time and resources. Excellent teamwork skills are essential. Demonstrated ability to develop effective working relationships with diverse individuals at all levels is required (i.e. coordinating the efforts of team members and vendors to targeted goals). Should possess ability to exercise diplomacy and tact with customers at all levels. A strong working knowledge of computer applications to include, MS Office software and various database systems is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information, and prepare reports. Must have skills in vendor relations.

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, with travel through the city of Milwaukee.

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.