



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: Supervisor II, Contract Compliance	Last Revised/Approved: <i>May 2019</i>
Job Code: 3026	Reports To: <i>Manager, Accountability & Efficiency</i>
Office: <i>Office of Accountability & Efficiency</i>	Department: <i>Contract Compliance</i>

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Develops, collaborates and coordinates with Milwaukee Public Schools' (MPS) to build diverse partnerships with local businesses and the community for students and families. Directs, monitors, and manages a department solely responsible for MPS' Historically Underutilized Business (HUB), Communities In Need (COIN) and Student Engagement program and activities. Plans and implements workforce and supplier diversity initiatives in alignment with national and regional industry best practices.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

1. Provides overall leadership in the development and implementation of district-wide program initiatives overseeing the daily operations of the MPS Historically Underutilized Businesses (HUB), Communities in Need (COIN) and Student Engagement assignment on contracts.
2. Interprets and applies relevant local, state and federal legislation and guidelines to MPS programs.
3. Monitors and reports vendor compliance performance as assigned on contracts regularly to the Milwaukee Board of School Directors and constituencies.
4. Researches industry trends affecting program objectives and provides recommendations to alleviate barriers to opportunity.
5. Facilitates relationships between businesses, community groups and non-profit organizations to organize and implement initiatives supporting student achievement.
6. Coordinates district community events as directed by senior staff and the Milwaukee Board of School Directors.
7. Establishes annual compliance goals and priorities for Board approval.

8. Maintains and reinforces relationships with public and private sector businesses, service providers, and educational partners to enhance and promote program goals locally with the opportunity for nationwide impact.
9. Coordinates activities with local agencies and MPS stakeholders to increase opportunity for target population participation.
10. Establishes policies and procedures to maximize targeted business participation through the utilization of data to inform decisions and to identify, promote and monitor contract compliance performance.
11. Provides and facilitates meetings, training sessions, and technical assistance for direct reports and internal and external customers.
12. Directs the provision of technical assistance to users of the MPS Contract Compliance Reporting System (CCRS).
13. Directs the operations that protect the District from the risk of liability associated with disparity in government contracting.
14. Actively supports the MPS Five Pillars of Success.
15. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A master's degree in business, finance or a related field, advanced level coursework is required.
- Master Contract Administrator-MCA Certification is required
- American Contract Compliance Association active member is desired and Executive Compliance Master Contract Administrator-ECMCA Certification is preferred.

Experience Requirements:

- Four years previous experience in contract compliance administration and experience in managing, assessing, and developing community/business partnerships is required.
- A minimum of two years in managing and evaluating youth and adult subsidized employment programs is required.
- Additional experience in the public sector 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.
- The ability to write, create, and review training and professional development programs.
- Must be able to manage multiple initiatives while demonstrating high levels of attention to detail.
- Extensive knowledge of national trends affecting contract compliance, affirmative action programs, and workforce development initiatives.
- Must be able to manage a budget including grants and their associated requirements.
- Ability to supervise staff is required.
- 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 district goals).
- Must possess ability to exercise diplomacy and tact with customers at all levels.
- A strong working knowledge of computer applications to include, MS Office and Adobe Suite applications is required.
- The ability to gather data, compile information, and prepare reports.

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 basic standing, walking and typing required.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

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.

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.