

## **MINORITY BUSINESS LIAISON OFFICER**

### CODES/PAY RANGE

Class Code: 1422

EEO Code: B

Pay Range: 213

### MAJOR FUNCTION

Responsible administrative work in identifying, certifying, and assisting Disadvantaged Business Enterprises (DBE's) in the procurement opportunities of Volusia County. Also performs procurement functions.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Actively identifies and certifies Disadvantaged Business Enterprises (DBE's) in accordance with federal, state, and local laws and ordinances. Maintains active and inactive DBE vendor list. Makes DBEs aware of all contracting opportunities, and works with them to overcome barriers (e.g., bonding financing, and insurance) that may impede DBE participation.

Actively communicates and coordinates the County's DBE efforts with such agencies as the Federal Aviation Administration, the Federal Transit Authority, U.S. Small Business Administration, Florida Department of Transportation, and all other regulatory and participatory agencies.

Works with other local, regional and national DBE certifying organizations to communicate and promote DBE participation. Works with all local businesses and agencies to make them aware of the contracting opportunities and requirements of the County.

Prepares and conducts seminars and presentations on how to do business with the County.

Reviews specifications for bids on commodities within assigned fields. Checks specifications for obstacles to DBE participation. Makes suggestions as needed.

Works with users/clients on compiling and writing specifications for certain commodities and services.

Reviews and processes requisitions for purchase and checks for accuracy and conformance with the state and county purchasing laws and ordinances. Tabulates and analyzes bids to determine lowest responsive and responsible proposals.

Prepares council agenda items for purchases requiring County Council approval. Prepares correspondence to division and activity directors and to outside vendors.

Communicates with the various agency officials regarding needs for materials, supplies, and equipment, and required delivery schedules.

**(MBLO/Purchasing Agent continued)**

Investigates to determine and evaluate certain purchasing needs or replacement needs. Furnishes division directors information concerning prices, available products, and sources of supply.

Prepares and distributes solicitations to vendors and reviews proposals for acceptance. Interviews vendors, inspects, and reviews samples, specifications and illustrations of new products. Visits vendors' places of business. Corresponds with vendors relative to delivery, substitutions, inquiries, quotations, misinterpretations of purchase orders, and contracts.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the disadvantaged business laws, statutes, and ordinances. Knowledge of state and county laws and ordinances as they pertain to purchasing. Knowledge of competitive bidding process. Knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by a county division.

Ability to effectively communicate both verbally and in writing with a wide and diverse population of citizens, the business community, regulatory agencies and other professionals. Ability to write specifications when necessary. Ability to conduct bid openings. Ability to establish and maintain effective working relationships with county staff, vendors and local community.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Business Administration, Economics, Marketing or related field, and two (2) years of experience in administering a DBE/MBE/WBE program in compliance with the various Federal agencies requirements.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

**ADA REQUIREMENTS:**

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical journals, financial reports, legal documents, abstracts and schematics. Ability to prepare business letters, reports, financial reports, policies, procedures and summaries. Ability to perform functional business math. Ability to speak publicly and extemporaneously; conversant in theory and practices of discipline.