

**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**



Supplier Diversity Program Specialist / Grade 18

SALARY: \$30.25 - \$46.53 Hourly
\$62,920.00 - \$96,782.40 Annually

OPENING DATE: 07/26/21

CLOSING DATE: 08/06/21 11:59 PM

JOB SUMMARY:

Promotes and develops strategic relationships with stakeholder groups, minority and woman-owned businesses (M/WBEs), construction contractors, engineering consultants, and goods and services vendors for delivering MSD's policies and procedures for the Supplier Diversity MBE/WBE Program. Conducts outreach meetings with contractors, consultants, M/WBEs, and goods and services vendors in regards to the MBE/WBE Program. Develops, implements, and trains on the various aspects of the MBE/WBE Program to all internal and external stakeholders. Responsible for tracking, monitoring, data analytics, and creation of reports used to ensure contractor/consultant adherence to the MSD Supplier Diversity MBE/WBE Program, at the 1st Tier and 2nd Tier contract levels, included in the construction, professional services, and goods and services contracts. Researches, validates, and updates the diversity management software system in regards to online certification recognition/applications, contracts, contract audits, vendor lists, events, etc. for supplier diversity participation and local labor. Tracks, administers and monitors contractual spend and communicates with project managers and contractors, consultants and service vendors. Advises MBE/WBE firms of MSD recognition pertaining to 3rd party national, federal and Louisville Metro Government certification programs. Monitors the online application/profile process. Examines current and renewal progression of application status for MBE/WBE businesses. Prepares materials for the department. Monitors and prepares Supplier Diversity budget reports. Performs other duties in accordance with MSD policies and procedures, as applicable.

ESSENTIAL JOB FUNCTIONS:

Under the direct supervision of the Supplier Diversity Manager, administers the day-to day activities related to the MBE/WBE Program contracting requirements. Reviews bid documents and consultant proposals for Supplier Diversity equity, inclusion and compliance. Creates and prepares monthly/quarterly utilization reports. Tracks and reports monthly and annual MBE/WBE goals based on actual payments made to the primes and subs for 1st Tier and 2nd Tier reporting to include bid discounts and required MBE/WBE subcontractor goals and non-required MBE/WBE participation. Serves as the point of contact for any questions related to the MBE/WBE Program. Collects and tracks all data on MBE/WBE Program work. Delivers oral presentations. Prepares and distributes written supply chain procurement information and answers questions from bidders, contractors, engineering consultant firms, MBE/WBE businesses, etc. Performs administrative support functions and ensures the accuracy of all documentation as relates to and includes preparation, review, and drafting correspondence, memoranda, Procurement Review Committee and MSD Board items, presentations and other documentation. Manages activities between departments, bidder/vendor and other organizations as appropriate. Prepares and inspects financial information including budget, time and attendance documentation, and ordering of supplies for the Supplier Diversity

Department. Maintains client database of MBE/WBE firms and analyzes their business description, gender, ethnicity, etc., and consults with 3rd party certifying agency to verify their business capabilities in conjunction with the MSD Supplier Diversity MBE/WBE Program. Organizes and schedules meetings, maintains calendar and agenda, and makes travel arrangements, as needed. Monitors and tracks the status of procurements. Occasionally enters requisitions for the Supply Chain Division, as needed. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of supplier diversity, contracting and administrative techniques and practices; skill in supporting minority, woman and small business advocacy programs; skill in oral and written communication; skill in the application of grammar and spelling; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite, etc.); skill in managing multiple priorities; skill in exercising tact and diplomacy; ability to use SAP, eB and diversity management software; ability to maintain confidentiality; ability to exercise judgment and discretion; ability to plan, organize and coordinate schedules; ability to resolve problems; ability to be courteous and helpful under pressure.

MINIMUM REQUIREMENTS:

Bachelor Degree in business administration, public administration or a related field; five or more years of supplier diversity, public outreach, marketing and/or policy development experience; an equivalent combination of education and experience may be substituted. Must possess a valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #21-088
 SUPPLIER DIVERSITY PROGRAM SPECIALIST / GRADE 18
 DH

700 W. Liberty Street
 Louisville, KY 40203

hr@neogov.com

Supplier Diversity Program Specialist / Grade 18 Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in Business or Public Administration?
 Yes No
- * 2. How many years of supplier diversity experience do you possess?
 Yes No
- * 3. What is it about this position that interests you?
- * 4. Why do you want to work for MSD in the Supplier Diversity department?

- * 5. Please briefly describe what is Supplier Diversity and why it is important.

- * 6. How does your current and past work experience and skill set help in regards to this position?

- * 7. What was the biggest challenge you faced in your last job? How did you resolve it and what was the outcome?

- * 8. In what work environment do you thrive?

- * Required Question