

## Job Description

**Job Title** Sr Director Audit, Investigations & Contract Compliance

**Job ID** 98437

**Location** Manhattan - Downtown

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### Job Information

**JOB TITLE:** Senior Director, Audits, Investigations, and Contractor Compliance  
**SALARY RANGE:** Min.: \$95,454  
**HAY POINTS:** 775  
**DEPT/DIV:** Diversity and Civil Rights  
**SUPERVISOR:** Deputy Chief Diversity Officer, MWDBE/SDVOB Contract Compliance  
**LOCATION:** 2 Broadway New York, NY 10004 (10<sup>th</sup> Floor)  
**HOURS OF WORK:** 9:00 am - 5:30 pm (7 1/2 hours/day)  
**DEADLINE:** March 17, 2021

### Summary

Reporting to the Deputy Chief Diversity Officer, the Senior Director Audits, Investigations and Contractor Compliance working with the Assistant Deputy Chief Diversity Officer, MWDBE/SDVOB Contract Compliance is responsible for providing guidance, supervision and staff management of the MWDBE/SDVOB Contract Compliance unit, including, managing the goal setting process, conducting pre-award progress meetings, assessing and determining compliance issues related primarily to MTA (and its agencies), contracts and/or contractors as well as, managing staff performance, productivity and development. Ensures that staff is fully proficient, knowledgeable and compliant with MTA's and all relevant laws, rules, regulations and contract provisions, plus related functional responsibilities including, conducting applicable research on contracts and/or compliance issues, analyzing monthly payment reports, overseeing staff site visits, reviewing and processing goal waivers and reduction requests (as necessary). Manages the generation and production of requisite MWDBE/SDVOB analytical reports governing the MWDBE/SDVOB program. Attends and represents MTA at meetings, provides report analysis, conducts research and resolves compliance issues. Ensures timely report generation for the contracts and their associated subcontracts. Coordinates all MWDBE/SDVOB issues relating to the Inspector General's Office and MTA Internal Audit.

### Responsibilities

- Recommend, develop and implement the guidelines and policies for effectively implementing MTA's MWDBE/SDVOB programs;
- Manage/direct the process for establishing realistic MWDBE/SDVOB participation goals for all competitive MTA contract activities;
- Manage the compliance of all MWDBE/SDVOB goals (by contract);
- Manage/direct and coordinate the compliance by MTA bidders/proposers/contractors/user departments/contract managers and MWDBE/SDVOB firms on all competitively let contracts;
- Establish, implement and support contract monitoring systems;
- Evaluate program activity and recommend the development and implementation of guidelines and policies for effectively implementing the MTA's MWDBE/SDVOB programs
- Monitor and maintain accurate records and statistics on MWDBE/SDVOB utilization/percentages and how it compares to the MWDBE/SDVOB goals;

- Work with the Business and Diversity Initiatives unit to continually source, enhance and update the number of participating firms in the Small Business Development and Mentoring Programs and other procurement opportunities.
- Works with the various MTA Operating Agencies' Procurement staff's in ensuring that adequate goals are being assigned on all procurements based upon funding.
- Works in conjunction with the various MTA Operating Agencies' Chief Engineers and staff in ensuring that MWDBE/SDVOB goals are achieved and that projects are officially closed.
- Ensures that all firms who have completed projects are evaluated within the ACE System.
- Manage the site visits and prepare respective reports.
- [Direct, manage and supervise staff.](#)
- Other duties as assigned.

#### Qualifications

- In-depth understanding and knowledge of MTA's MWDBE/SDVOB programs and objectives.
- Proficiency in Federal and State laws and regulations governing the programs.
- Demonstrated experience in developing and implementing a MWDBE/SDVOB compliance or procurement program or developing emerging certified Minority, Women-owned Business, Service-Disabled Veteran Owned Business and Disadvantaged Business Enterprises.
- A working knowledge of the MTA procurement process as an overall understanding of the MTA and its operating agencies operations.
- Knowledge and understanding of information systems for maintaining databases. Audit experience would be useful.
- Wide base understanding and extensive knowledge of MTA and its Agencies.
- Excellent managerial skills with strong oral and written communication abilities.
- Excellent leadership qualities to guide, coach, mentor and develop staff.

#### Qualifications

- BA/BS from an accredited college in a related field. An equivalent combination of education and experience may be considered in lieu of a degree.
- A minimum of ten years of experience in Contract Compliance, Procurement, or Construction Project Management of which at least six years are in a managerial position
- Minimum of eight years construction and compliance research experience with a proven understanding of research techniques, including data collection, data analysis, issues identification and problem resolution.
- Minimum of eight years' experience monitoring and reviewing construction contracts, including scope of work and cost estimating of the various trades.
- Minimum of 6 years of progressively responsible positions in Affirmative Action, Procurement, Legal or Marketing experience.

#### Other Information

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

- Travel may be required to other MTA locations or other external sites

#### How To Apply

Qualified employees can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS HOME page or the JOB DESCRIPTION page.

For instructions on completing the online application, go to the MTA intranet site and click on the PeopleSoft Information hyperlink. From there select the User Guides hyperlink to gain access to the "Viewing/Applying for Jobs On Line" guide under the Recruiting section of the page.

**Equal Employment Opportunity**

MTA is an Equal Opportunity Employer.

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