

Job Description

Job Title Sr. Director, DBE Certification Program
Job ID 98432
Location Manhattan - Downtown

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Information

JOB TITLE: Senior Director, DBE Certification Program
SALARY RANGE: Min.: \$95,454
HAY POINTS: 775
DEPT/DIV: Diversity and Civil Rights,
SUPERVISOR: Deputy Chief Diversity Officer, OPR, RPT, MWDBE Outreach
LOCATION: 2 Broadway New York, NY 10004
HOURS OF WORK: 9:00 am - 5:30 pm (7 1/2 hours/day)
DEADLINE: March 17, 2021

Summary

This position is responsible for developing, directing, and managing DBE certification and recertification activities for the Metropolitan Transportation Authority (MTA) including all of its operating Agencies with responsibility to ensure that these activities are undertaken in accordance with the policies of MTA and applicable State and Federal Regulations. The incumbent will be responsible for managing the USDOT mandated NYS Unified Certification Program.

Responsibilities

- Manage the DBE certification process for applicant firms, evaluate each firm with regards to meeting eligibility criteria, including:
 - analysis of firm's compliance with regulatory threshold requirements
 - analysis of firm's ownership/control
 - analysis of firm's size as set out by SBA
 - analysis of firm's independence and adequacy of resources to perform on MTA contracts
- Develop and implement MTA-wide uniform procedures for the Disadvantaged, Minority and Women-owned Business program.
- Standardize and implement procedures and methodology for determining legitimacy and bona-fides of MWDBEs.
- Interface with Outreach Unit to provide information on the pool of MWDBEs and their fields of expertise
- Interface with user Departments to determine upcoming contracting needs
- Interface with New York State Unified Certification Program partners on the management and implementation of the USDOT mandated UCP Program.
- Develop and maintain New York State UCP Standard Operating Procedure
- Conduct and/or participate in informal hearings on behalf of the UCP partners, as requested by DBE applicants
- Interface with out-of-state DBE staffs to provide/request site visit reports and other pertinent information as required by interstate provisions mandated by USDOT
- Select, develop and motivate personnel within the department. Provide career development for subordinates. Provide prompt and effective coaching and counseling. Responsible for discipline/termination of employees when necessary. Review performance of staff. Create a professional environment that respects individual differences and enables all employees to develop and contribute to their full potential.
- Other duties as assigned.

Qualifications

- Demonstrated experience in developing and implementing an M/W/DBE certification program.
- A working knowledge of the MTA procurement process is vital as well as an overall understanding of the MTA and its operating agencies operations.
- Knowledge and understanding of information systems and database management.
- Strong knowledge of Federal and State Law governing M/W/DBE programs and requirements.
- A wide base of understanding public benefit organizations and extensive knowledge of MTA and its Agencies.
- Excellent managerial skills with strong oral and written communication abilities.
- Must possess excellent leadership abilities to guide, coach, and encourage staff.

Education and Experience

- 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 10 years of experience in M/W/DBE certification of which at least six years are in a managerial position. A general background in law is preferred.
- A minimum of 6-8 years of progressively responsible experience in an Affirmative Action, Procurement, Legal or Marketing role(s).

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.

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.

[Return to Previous Page](#)

[Switch to Internal View](#)
