



CLASS TITLE | SMALL BUSINESS ENTERPRISE COORDINATOR

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Class Code: 2071

Effective Date : 09/21/2022

PURPOSE OF THE CLASSIFICATION: Under general supervision monitors City operations and projects for compliance with federal, state, and local laws and regulations, and other related assigned duties.

ESSENTIAL TASKS:

- Ensures organizational compliance with relevant federal, state, and local laws and regulations related to the City's Small Business Enterprise Program
- Receives, investigates, and resolves complaints arising from compliance with federal and state laws and regulations
- Creates, monitors and maintains compliance case files and reports
- Conducts meetings/interviews with relevant parties in order to monitor and maintain compliance
- Conducts research as required to meet essential job responsibilities
- Must report to work on a regular and timely basis

In addition to the above tasks the following tasks may be required by the individual department:

Mayor's Office of Economic Development

- Implements, monitors and directs the mandates of Title V and administers the process for complaints arising under Title V
- Tracks good faith effort requirements in accordance with the Mayor's SBE Executive Order
- Provides technical support to certified SBEs and prime contractors and assists prime contractors with identifying certified SBEs
- Promotes outreach to business community to increase qualified SBE pool
- Provides oversight for the City's SBE (Small Business Enterprise) program
- Oversees the complaint process for issues arising under Title V

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from an accredited college or university with a bachelor's degree in a field relevant to the essential tasks listed in this job description.,
(b) *Experience preferred in monitoring federal programs or agency compliance relevant to the essential tasks listed in this job description.*

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of federal, state and local laws impacting small businesses
- Considerable knowledge of business and contractual law
- Good knowledge of compliance and discrimination compliant procedures
- Good knowledge of monitoring and purchasing practices
- Good knowledge of the community environment
- Good knowledge of investigative research techniques, budget and expenditure reports
- Good knowledge of computers and related software



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Ability to:

- Ability to exercise good judgment and diplomacy in ambiguous and sensitive situations
- Ability to analyze problems and present recommendations and ideas effectively, both verbally and in writing
- Ability to write clear, concise and accurate reports
- Ability to maintain confidentiality; ability to demonstrate proficiency in the use of appropriate software
- Ability to work collaboratively within the organization and with the public in order to achieve job objectives.

Skill in:

- Skill in professionally and calmly handling difficult persons or situations
- Skill in communicating effectively, verbally and in writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to walking, balancing, bending, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to hazards associated with construction sites; and requires some traveling to various locations to review compliance.

EEO Code: E-02

Group: Clerical and Administrative

Series: General Administrative