

EMERGING BUSINESS ANALYST - SENIOR

Department of Administration – Emerging Business Enterprise Program

*NOTE: This position is **exempt** from civil service.*

THE PURPOSE: Responsible for the implementation of practices and procedures to ensure that there are maximum opportunities for emerging businesses to participate fully in City of Milwaukee procurement and contracts in accordance with the Emerging Business Enterprise (EBE) Program.

ESSENTIAL FUNCTIONS (*NOTE: Duties listed below each function are examples and do not represent the full range of duties performed*):

◆ **CONTRACT MONITORING AND REPORTING**

- Responsible for the implementation of practices and procedures to ensure that there are maximum opportunities for emerging businesses to participate fully in City of Milwaukee procurement and contracts in accordance with the City's EBE Program.
- Coordinate compliance reports from all City departments, contractors, developers, on EBE participation.
- Analyze reports from contractors regarding EBE and RPP (residents preference program) participation.

◆ **BUSINESS ASSISTANCE, TECHNICAL AND FINANCIAL**

- Provide technical assistance to businesses related to contracts and procurement opportunities.
- Assist prime contractors in identifying EBE subcontractors for compliance with EBE contractual commitments throughout the life of the contract.
- Assist EBEs to identify City and other financial, technical, and management development resources.
- Review and process loans for EBEs.

◆ **CERTIFICATION AND APPLICATION REVIEW PROCESSING**

◆ **DATABASE MANAGEMENT**

- Maintain and manage listing of EBEs in BusinessSense online database system.

◆ **COMMUNITY OUTREACH**

- Provide presentations regarding the EBE and Revolving Loan Program to community-based organizations.
- Attend meetings, seminars, and workshops representing the EBEP

◆ **OTHER DUTIES AS ASSIGNED.**

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Business, Finance or related field from an accredited college or university is **highly preferred**.
2. At least two years of experience in small business development or program planning and evaluation.
NOTE: Equivalent combinations of education and experience may also be considered.
3. Valid driver's license at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED:

- ◆ Familiarity with government and the small business community.
- ◆ Demonstrated ability to analyze numerical data and draw conclusions from same.
- ◆ Ability to recognize trends or changes.
- ◆ Analytical ability using accurate logic.
- ◆ Extensive knowledge of word processing, spreadsheet and database computer applications.
- ◆ Ability to independently prioritize responsibilities and assignments to meet organizational goals.
- ◆ Excellent written and oral communication and presentation skills.
- ◆ Proven ability to work with diverse teams, departments, and organizations.
- ◆ Strong judgment and management skills.

CURRENT SALARY RANGE (04) IS: \$43,328 - \$60,657 annually.