

EMERGING BUSINESS ENTERPRISE MANAGER

Department of Administration Office of Small Business Development

THIS POSITION IS EXEMPT FROM CIVIL SERVICE – This position reports to the City Purchasing Director.

City of Milwaukee Benefits

The City of Milwaukee provides a comprehensive benefit program which includes a Defined Benefit Pension Plan, 457 Deferred Compensation Plan, Health and Dental Insurance, Long Term Disability Insurance, Group Life Insurance, Tuition Benefits, Paid Vacation, 11 Paid Holidays, Paid Sick Leave and other paid leaves.

- *Note: New employees are subject to a mandatory 5.5% pre-tax wage deduction for pension contributions and three unpaid furlough days in 2013.*

THE PURPOSE:

- The Emerging Business Enterprise Manager coordinates, monitors and enforces implementation of the Small Business Enterprise (SBE) program, in accordance with the Milwaukee Code of Ordinances, Chapter 370 and is responsible from supervising OSBD staff (currently 3).

ESSENTIAL FUNCTIONS:

- ❖ Maximize SBE participation in contracts let by the City by providing assistance and information regarding establishment, expansion and development of SBE firms, serving as a clearinghouse for resources about training, business management and financial programs and developing and maintaining financial resource programs to assist SBEs in obtaining working capital
- ❖ Coordinate, monitor and enforce the implementation of SBE participation goals for citywide procurement
- ❖ Develop and enforce procedures for reviewing contract performance and compliance with the SBE requirements
- ❖ Maintain a report and evaluation system to monitor Citywide contracting compliance; submit an annual written report to the Mayor and Common Council
- ❖ Serve as a liaison to the small business community and agencies working in support of the growth and development of small businesses
- ❖ Manage the SBE certification process by collecting fees, evaluating new applications and renewals and managing related software
- ❖ Manage business capacity development programming

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree from an accredited college or university with a major in business administration, public policy and administration, urban planning or a closely related field.

Emerging Business Enterprise Manager (DOA-EOEP)

2. Three years of progressively responsible, management-level experience in the coordination and/or implementation of opportunities for small business.

NOTE: Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- ◆ Excellent interpersonal skills
- ◆ Strong organizational and planning skills
- ◆ Ability to direct and coordinate programs and activities.
- ◆ Strong oral and written communication skills
- ◆ Ability to present information before large groups and policymakers
- ◆ Ability to establish and maintain effective working relationships with diverse groups, including policymakers, the small business community and the real estate development community
- ◆ Ability to analyze complex situations, diagnose problems and formulate recommendations.

THE CURRENT PAY RANGE (PG 1EX) IS: \$57,028 to 79,836 and complements an excellent benefits package.

SELECTION PROCESS will be job related and will be based on an evaluation of education, experience and professional credentials as well as personal interviews. The Department of Administration reserves the right to call only the most qualified candidates for personal interviews. Selection process component weights will be determined by the Department of Administration.

- **NOTE: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact (414) 286-2105.**

APPLICATION PROCEDURE:

Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, by calling (414) 286-3751 or by visiting www.milwaukee.gov/jobs by **August 16, 2013**. *Receipt of applications may be discontinued at any time after this date without prior notice; however, recruitment may continue until the needs of the Department of Administration have been met. Qualified applicants will be notified of the date, time and place of the interview.*

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