

CLASS SPECIFICATION
Contractor Development Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates, supervises and provides oversight to a section within the Purchases Bureau responsible for contractor development functions such as increasing the usage of historically underutilized groups, businesses and individuals for City contracts; supervising external contract compliance services for other governments, and providing training and marketing programs for both staff and vendors/contractors. The incumbent is responsible for assisting the Purchasing Director and Purchasing Manager in integrating contractor development activities with the broader citywide procurement process and performing other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for providing program supervision and oversight; and assisting the Purchasing Director and Purchasing Manager in a seamless integration of contractor development activities within the broader citywide procurement processes. The incumbent in this class supervises assigned professional and paraprofessional staff and participates in the development and implementation of broader citywide procurement programs, policies and initiatives. Duties and responsibilities are complex and carried out with considerable independence within a framework of established policies, procedures and guidelines.

The Contractor Development Supervisor is distinguished from the Purchasing Manager by the former classification's responsibility for supervising a section within the broader Procurement Division. The Contractor Development Supervisor reports to the Purchasing Manager, who is responsible for managing the Division.

The Contractor Development Supervisor is distinguished from the Procurement Supervisor in that the former classification supervises a section focused on providing outreach activities for contractor development functions, rather than supervising a section focused on providing purchasing services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; together with Bureau leadership and assigned staff, develops, implements and monitors work plans to achieve Bureau and City Council's goals and objectives.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development plans; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Coordinates the work of the section with other bureau staff, customers and stakeholders.

5. Ensures compliance of the section's activities with pertinent codes, regulations and established guidelines.
6. Provides technical assistance to staff and others regarding contractor development program goals, objectives and activities.
7. Researches, develops, recommends and implements policies, procedures and guidelines to ensure program success.
8. Provides accurate and timely information about program area to policy makers, program stakeholders, other government agencies and the general public.
9. Serve on various City and/or community task forces and special purpose committees; represent the City and Bureau of Purchases at a variety of outreach functions and professional groups and organizations.
10. Develops, prepares and disseminates materials to communicate program elements to City staff, contractors and affected communities.
11. Plans, develops and administers training and apprenticeship programs to prepare eligible individuals for employment opportunities.
12. Markets City contract compliance services and negotiates intergovernmental agreements with local and regional governments to provide contractor compliance services.
13. Confers with contractors and industry trade groups to promote participation in the City's workforce diversification efforts.
14. Attends pre-bid, pre-award and pre-construction conferences to explain the City's programs to affected contractors.
15. Participates in meetings with procurement staff and City staff, engineers, consultants and others to ensure the City's utilization and workforce diversity provisions are included in RFPs and contracts.
16. Conducts complex audits of contractor compliance documents to ensure compliance with City requirements, guidelines and objectives.
17. Advises and assists contractors in understanding City requirements, guidelines and program objectives.
18. Maintains liaison and coordinates the program's activities with other public agencies, industry trade groups, labor unions, community groups and others.
19. Creates and maintains a variety of records and files pertaining to assigned programs.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, methods, materials and practices used in the construction industry.
2. Principles, practices, techniques of contract administration.
3. Applicable municipal, Federal and state laws and regulations governing City procurement activities, including labor standards compliance investigation and audit methods and practices.

4. Principles and practices of administration, including goal setting, policy and procedure development and implementation.
5. Principles and practices of effective management and supervision.
6. City human resources policies and collective bargaining agreement provisions.
7. Safety practices, safe work methods and safety regulations pertaining to the work.
8. Computer software applications related to the work.

Ability to:

1. Develop, implement and monitor program work plans.
2. Develop and implement relevant policies and procedures.
3. Define issues, analyze information and problems, evaluate alternatives and develop sound conclusions and recommendations.
4. Effectively represent the City in a variety of forums.
5. Exercise sound judgment within established parameters.
6. Analyze, compile and make sound recommendations on complex data and issues.
7. Understand, interpret, explain and apply City, state, and federal laws, codes and regulations.
8. Operate computer and standard business software.
9. Perform mathematical calculations and analyses.
10. Effective communication, including preparation of clear, concise and comprehensive reports and presentations, both orally and in writing.
11. Exercise sound independent judgment within general policy guidelines.
12. Establish and maintain effective working relationships with all levels of City management, employees, contractors, customers/stakeholders, developers and the public.
13. Train others in work processes and procedures.
14. Use tact, discretion and diplomacy in dealing with customers and stakeholders with differing business needs and/or interests.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in business administration, public administration or a closely related field; and at least four years of progressively responsible experience in the field of workforce diversity program development and administration; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-02-03

June 2009 - Change Job Class number from 7168 to 30000472, due to system change.