

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Serves as an Equal Business Opportunity Specialist in the Equal Opportunity Programs Department (Department) of the Office for Customer and Concessions Development, Metropolitan Washington Airports Authority (Airports Authority). Identifies, explains, promotes, and monitors contracting opportunities for Local Disadvantaged Business Enterprises, Disadvantaged Business Enterprises, and Airport Concessions Disadvantaged Business Enterprises (LDBEs/DBEs/ ACDBEs) in relation to the acquisition goods and services by the Airports Authority including Operations and Maintenance (O&M), design and construction contracts, and major contracts for the Capital Construction Program (CCP). Analyzes procurement documents to identify business opportunities and eliminate requirements that hinder the participation of LDBEs/DBEs, determines set-asides and percentage goals for LDBE/DBE participation in contracts, provides technical assistance to requesting office Contracting Officer's Technical Representative (COTR) in LDBE/DBE requirements, communicates with potential offerors through an outreach program, determines the apparent successful offeror's compliance with LDBE/DBE requirements prior to award, and conducts pre-award and post-award compliance reviews to ensure compliance with established LDBE/DBE requirements. Performs related functions.

Pre-award Compliance

--Reviews statements of work, procurement requests, and solicitation documents and consults with the requesting organization, e.g., on design and construction contracts for the Office of Engineering, to identify possible prime and subcontracting opportunities, including type and amount, for LDBEs or DBEs in Federally-assisted contracts. Suggests alternative contract requirements for maximizing LDBE or DBE participation, especially Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation where required. Establishes and justifies LDBE or DBE participation goals based on an analysis of LDBE or DBE market availabilities, contract opportunities, and design or construction industry practices.

--Prepares (or reviews if prepared by a contractor) notices of contract opportunities to the MBE/WBE community and conducts outreach efforts to promote the Airports Authority's policy of aggressive outreach to MBE/WBEs.

--Explains LDBE or DBE participation requirements and promotes voluntary MBE/WBE participation at pre-solicitation meetings. Answers questions and prepares written responses to questions relating to the LDBE/DBE participation for the formal meeting record.

Assists potential offerors by explaining how to comply with LDBE/DBE contracting requirements (e.g., assists primary contractors in locating LDBE/DBE firms) and assures that apparent successful offerors comply with LDBE/DBE requirements in contracts prior to awards (e.g., that the subcontractors are certified LDBEs/DBEs and have submitted documentation for agreed to work and price). Assists potential LDBE/DBE contractors in understanding the available business opportunities and, as requested, explains matters such as bonding and

insurance clauses which impact on their financial ability to participate in Airports Authority contracts.

--Participates on the Technical Evaluation Committee (TEC) for O&M or design and construction contracts, as non-voting or voting member. Actively monitors the selection processes to ensure that LDBE or DBE concerns are fully taken into account and the selection processes are fair. Serves as an advisory member to the TEC on LDBE or DBE matters as non-voting member; evaluates and scores proposals according to evaluation criteria and otherwise participates in the selection process as a voting member,

--Determines successful offeror's compliance with LDBE or DBE requirements prior to award, including any requests for waiver of the goal and the offeror's good faith efforts. Evaluates whether offeror met goal and other LDBE or DBE requirements. Evaluates and recommends certification decisions for applications submitted by named LDBEs or DBEs who are not yet certified by the Authority.

Post-award Compliance

--Communicates post-award compliance requirements at preconstruction meeting or other appropriate meeting for assigned contracts.

--Tracks awards and contract modifications and expenditures of LDBE/DBEs. Monitors expenditures relating to MBE/WBEs. Enters contract awards and modifications and expenditures data into the Department's database.

--Tracks expenditures and performs a review business records (e.g., subcontract agreements, payroll records, etc.) and determines whether the LDBEs/DBEs named on the contract/project are performing the agreed to work and at the agreed to price. Reviews subcontract and subcontractor deliverables to ensure work was actually performed by the LDBEs/DBEs. Also monitors expenditures relating to MBE/WBEs.

--Visits contractor's work sites to confirm that participation of LDBE and DBE subcontractors are in compliance with contract. May assist LDBEs/DBEs with various problems relating to subcontracting work on Airports Authority projects (e.g., lack of payment by contractor).

Other Duties

--May draft Department procedures and Airports Authority Board papers relating to LDBE and DBE contract compliance and achievements.

--Manages the DBE certification program. Oversees personnel in evaluating DBE applications ensuring reviews are complete and accurate and are reviewed within established timeframes. May personally conduct evaluates DBE applications, as needed.

--Evaluates whether applicant firm meets ownership, managerial and operational control and size criteria under 49 CFR Part 23. Evaluates the financial capability of firms by review of such documents as tax returns, financial statements, third-party agreements, etc. As needed, conducts site visits to applicant's facility to ascertain applicant's ownership and control. Identifies problem cases and advises the Branch Manager of issues and proposed solutions to problems. Recommends DBE certification approval or disapproval to the Branch Manager. Drafts denial of DBE letters, as needed. Reviews DBE certification appeals to the General Manager, and recommends approval or denial of the appeal, in coordination with the Legal Counsel office.

--Serves as backup on preparing the monthly Contract Awards report on LDBE/DBE/MBE/WBE participation for the Operations Committee.

--Represents the Airports Authority at procurement trade fairs and other outreach activities to provide opportunities and information on the Airports Authority's contracting programs.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule, word process; prepare presentations and graphics; manipulate data (spreadsheets and databases); and Internet research; (b) enterprise system/software for requisitioning, budgeting, time and attendance processing, payroll, and other functions, and (c) specialty systems/software such used in the Department to track compliance.

--Operates a motor vehicle on and off airport complexes, to attend meetings and procurement fairs, visit jobs sites and companies' places of business, and perform related functions.

--May act for Department Manager in his/her absence.

*Performs other duties as assigned. *

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet both of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training that totals four years.
2. Five years of progressively responsible experience that include substantive work in most of the DUTIES in this job description, to include experience: (a) identifying, explaining, promoting and monitoring contracting opportunity's for Local Disadvantaged Business Enterprises, Disadvantaged Business Enterprises, (b) determining set-asides and percentage goals for LDBE/DBE contracts, and (c) determining apparent successful offeror's

compliance with LDBE/DBE requirements prior to award and compliance during the contract.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two of these five years of experience (MQ 2) on a week-to-week basis provided the education and training provide evidence of the knowledge, skills and abilities required by items 2(a) through 2 (c).

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. A bachelor's degree with concentration in business administration, finance, accounting, public administration, engineering, construction management, architecture, or a closely related field.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of Federal regulations in 49 CFR, Parts 23 and 26, and 13 CFR, Part 121, concerning the DBE, LDBE, and ACDBE programs and knowledge of Airports Authority policies/ procedures and department guidelines for the DBE and ACDBE programs in order to perform certification reviews for small business programs altogether, such as SBE, MBE, WBE, LDBE and to identify, promote and monitor business opportunities for DBEs and ACDBEs.
2. Knowledge of Airports Authority policies, procedures, and guidelines for small and disadvantaged business inclusion programs, such as MBE and WBE programs, and knowledge Federal regulations in 49 CFR, Parts 23 and 26, and 13 CFR, Part 121, concerning the DBE and LDBE programs, especially MBE/WBEs, altogether to identify, promote and monitor business opportunities for DBEs and LDBEs in connection with acquisition of goods and services or for design and construction contracts and to determine and monitor contractor compliance with various requirements (such as, criteria for participation of DBEs/LDBEs/DBEs in Airports Authority O&M and Construction procurement activities).
3. Knowledge of the problems and issues faced by disadvantaged/minority/women business enterprises to recommend policies, procedures and solutions to issues relating to DBE and LDBE contract compliance.

4. Skill in interpreting financial documents to determine a firm's financial capability for pre-award compliance reviews.
5. Knowledge of design and construction work (including sub disciplines) with emphasis on related industry requirements such as bonding, insurance and licenses and knowledge of contracting procedures and practices to identify possible subcontracting areas in the scope of work, set appropriate participation goals, conduct pre-award and post-award contract compliance reviews and assist LDBEs and DBEs.
6. Skill in problem solving to identify, select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include recommending innovative alternatives for prime contractors to comply successfully with LDBE requirements and DBE goals, and to encourage MBE/WBE participation.
7. Skill in written communication and ability to understand written information (instructions, descriptions and ideas), and to express such information in writing so that others will understand. This includes skill in the review of the written work of others (such as, analyzing solicitation documents for complex service and construction contracts).
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining relationships with key stakeholders (e.g., offerors and small/disadvantaged businesses) to explain LDBE/DBE programs and contracting opportunities to representatives of large contractors and small and disadvantaged firms.
9. Skill in oral communication to understand verbal information (instructions, descriptions and ideas), and to express such information verbally so that others will understand (such as, thoroughly explaining LDBE/DBE participation requirements to potential offerors and answering related questions). This includes skill in encouraging effective oral communication by others such as potential offerors.
10. Skill in using a computer and modern office suite software to maintain records, develop reports and perform other functions, with primary emphasis on the following applications: communication, planning and scheduling (such as Outlook), word processing (such as Word), spreadsheets (such as Excel) and presentations (such as PowerPoint), and in using Department specific software.

RESPONSIBILITY Is responsible for identifying, explaining, promoting and monitoring business opportunities for small and disadvantaged firms for design and construction contracts including major CCP contracts or Authority O&M goods and services, as assigned and conducting pre-award and post-award contract compliance, The work has a financial impact on prime contractors and small business firms and contributes to meeting the Airports Authority's program goals for small and disadvantaged firms.

Reports to the Manager, Equal Opportunity Programs (Supervisor). Most work comes to the incumbent through established workflow consistent with assigned DUTIES. Incumbent independently performs regular and recurring tasks in accordance with established procedures. The incumbent independently plans and carries out the work, selecting the approaches and techniques to be used and keeps supervisor informed of significant problems or sensitive issues. Special assignments are typically given in broad terms of scope, background, objectives, deadlines, priorities and any special information about known or suspected problems that may complicate accomplishment of the assignment. Incumbent typically refers to the Supervisor for additional guidance or help on highly unusual or especially complex problems. The predominance of work is expected to be adequate and accurate while other work may be spot checked by Supervisor for meeting program objectives, soundness of decision and quantity, quality, timeliness, customer service, adherence to requirements, and other factors, including attainment of specified performance management goals and objectives.

Guidelines include Federal laws, regulations, and guidelines; Airports Authority and Department procedures and policies; the scope of work in procurement requests and contracts; and computer data banks of eligible firms by industry. The incumbent uses judgment in analyzing the compliance with established LDBE/DBE requirements and resolving LDBE/DBE compliance issues and in determining LDBE/DBE goals.

EFFORT Work is primarily sedentary and requires light physical effort. Incumbent may sit for extended periods while performing desk work. Moves to other offices and sites to conduct outreach activities, visit an offeror's place of business, and perform other job functions. Regularly uses a computer to access internal and external databases and prepare reports. Regularly reviews Federal and State guidelines and contract documents and computer reports containing small print. Communicates by telephone often. Typically exerts light physical effort in opening and closing file drawers and transporting files. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works mainly in an adequately lighted, temperature controlled office setting, but is sometimes subject to dust/dirt and other adverse conditions while visiting contractor sites. May visit an offeror's place of business. Wears hard hat and other protective clothing/equipment, as needed, while in contractor work areas.

OTHER SIGNIFICANT JOB ASPECTS May be required to travel outside the metropolitan Washington area to visit work sites of offerors or LDBE/DBE applicants.