

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 Supplier Diversity Outreach Specialist in the Supplier Diversity Department (Department) of the Office of Supply Chain Management, Metropolitan Washington Airports Authority (Airports Authority). Develops and implements a comprehensive and innovative outreach to the business community with the goal of increasing participation of small, women-owned, and minority-owned businesses in the Airports Authority's procurement process. Represents and markets the Department and the Airports Authority's at outreach events, seminars, tradeshow, panel discussions.

--Leads the development and implementation of a strategic plan of outreach/marketing activities to the business community at outreach events, seminars, tradeshow, panel discussions targeting Disadvantaged Business Enterprises (DBEs), Local Disadvantaged Business Enterprises (LDBEs), Airport Concession Disadvantaged Business Enterprises (ACDBEs), Minority Business Enterprises (MBEs), and Women's Business Enterprises (WBEs) to maximize participation of local and regional small, disadvantaged, minority, and women-owned business enterprises competing for Airports Authority contracts (e.g., Construction, Design/Build, Architectural & Engineering, Services, Goods and Equipment, Concessions, Dulles Corridor Metrorail Project, and Land Development contracts). Serves as the Airports Authority's spokesperson regarding DBE contracting.

--Conducts outreach efforts to raise awareness of and promote the Airports Authority's contracting opportunities to DBEs, LDBEs, ACDBEs, and MBEs and WBEs and improve community knowledge of and establish and increase participation in the DBE certification program. Organizes, attends, and/or participates in promotional/outreach events and/or tradeshow that target small and disadvantaged enterprises. Builds relationships with and partners with partner with organizations such as Women's Business Enterprise National Council American Minority Contractors & Business Association, D.C. Department of Small and Local Business Development, Maryland-Washington Minority Contractors Association, and Virginia Department of Minority Business Enterprise in promoting existing and/or new DBE, LDBE, ACDBE, MBE and/or WBE opportunities. Uses metrics to track effectiveness of program(s).

--Creates/runs educational workshops, webinars, and seminars for organizations and makes presentations at events to identify, explain, and demystify the Federal and state Disadvantaged Business Enterprise certification program(s) and process and to learn about how to connect and conduct business with the Airports Authority. Provides information on the public bidding process, upcoming contracting opportunities (including contracting opportunities for DBEs, LDBEs, and ACDBEs), explains/introduces the Airports Authority's iSupplier Portal [(a self-service application, enabling registered "suppliers" (including contractors, vendors and service providers) to conduct e-business transactions online with the Airports Authority via the internet] and *PROJECT eLERT* (the weekly e-mail based publication providing the latest information regarding current and upcoming contracting opportunities) and works to address any questions or concerns about doing business with the Airports Authority.

--Promotes certification as a DBE, LDBE, and/or ACDBE. Explains benefits, procedures, contract set-asides and percentage goals, subcontracting, split awards, modifications, options, alternates, etc., for DBEs, LDBEs, ACDBEs, and Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs). Works to help remove barriers to the participation of DBEs and increase the number of certified enterprises. Works with the Virginia Department of Small Business and Supplier Diversity (SBSD) in explaining/promoting the Commonwealth of Virginia's electronic procurement system online feature that makes it possible for businesses to network/find partners and establish relationships when competing for government contracts, e.g., a large business looking for subcontracting partners, a small business looking to fulfill a specific portion of a large project, and/or several small businesses partnering together. May assist an organization in the certification process; may assist potential offerors by explaining how to comply with DBE/LDBE/ACDBE contracting requirements (e.g., assists primary contractors in locating DBE/LDBE/MBE/WBE firms) and assist potential small business/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.

--Prepares articles, promotional materials, announcements, etc., for internal and public distribution regarding outreach efforts. Oversees the development and production of education content and outreach materials (brochures, pamphlets, PowerPoint presentations). Secures/coordinates informative/ interesting speakers including contracting officers. Coordinates any press releases with the Office of Communications and Government Affairs. May make short, informative promotional presentations at events.

--May assist COTRs and Contracting Officers in sourcing for DBEs, LDBEs, and/or ACDBE to do business with the Airports Authority. May be requested to serve on Airports Authority committees.

--Works collaboratively and seamlessly with Supplier Diversity team to identify new potential qualified and capable vendors and in establishing the direction for the Airports Authority's Supplier Diversity program. Research industry organizations that MWAA and the Department of Supplier Diversity would like to align with for the purposes of establishing memberships, business relationships, alliances, and outreach.

--Assists in the maintenance of the Airports Authority's LDBE and ACDBE/DBE directories as well as the Commonwealth's Unified Certification Program's statewide DBE and ACDBE directory. Prepares notices of contract opportunities to the DBE, LDBE, and MBE/WBE communities and explain participation requirements.

--May work with the Department's Compliance Program performing post-award compliance to ensure that the DBE/LDBE participation committed to in the contract award is achieved in accordance with the contract provisions, the DBE/LDBE program requirements are being met, and the DBE/LDBE contractors are performing a commercially useful function as defined by DBE/LDBE regulations. May track expenditures and perform a review business records (e.g., subcontract agreements, payroll records, etc.) and determine if the 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 DBEs/Small Business Enterprises (SBEs).

--May review statements of work, procurement requests, and solicitation documents and consult with the requesting organization to identify possible prime and subcontracting opportunities, including type and amount, for LDBEs. Suggests alternative contract requirements for maximizing LDBE participation, especially Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation where required. Establishes and justifies LDBE participation goals based on an analysis of LDBE market availabilities and contract opportunities.

--May work with the Department's DBE certification program conducting the evaluation of DBE applications. May evaluate whether applicant firm meets ownership, managerial and operational control and size criteria under 49 CFR Part 23 and/or Part 26. May evaluate the financial capability of firms through the review of such documents as tax returns, financial statements, third-party agreements, etc. As needed, may conduct site visits to applicant's facility to ascertain applicant's ownership and control. Recommends DBE certification approval or disapproval to the Certification Specialist or Supervisor; may draft DBE certification denial letters.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), offerors (certified and non-certified), vendors, suppliers, governmental representatives, and the general public.

--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 perform or conduct research (Internet use); (b) enterprise system/software for evaluation of contracting opportunities, time and attendance reporting, and other functions; and (c) special systems/software used in the office such as the Supplier Diversity system.

--Operates a motor vehicle to visit businesses, venues, other organizations, attend meetings, and perform related functions.

--*Performs other duties as assigned or as determined on own initiative.*

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 all 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 contracting opportunity's for Disadvantaged Business Enterprises, (b) determining set-asides and percentage goals for Disadvantaged Business Enterprise, Local Disadvantaged Business Enterprise, and/or Small Business Enterprise contracts, and (c) improving effectiveness of outreach programs.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these five years of experience. For example, a master's degree in any field that indicates the ability to successfully perform the DUTIES in this job description may be substituted for two years of experience.

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.
2. Experience utilizing U.S. Department of Transportation, Federal Transit Administration (FTA) funded third party contracting requirements as they relate to pre-award and post-award functions for large scale public service construction projects.
3. Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), or Certified Professional Contract Manager (CPCM) certification, or equivalent certification (or higher).

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, and other small business contracting requirements as they apply to DBE, LDBE, and ACDBE programs and knowledge of Project/Airports Authority policies/procedures and guidelines for the DBE, LDBE and ACDBE programs, altogether, to promote DBE, LDBE, and ACDBE contracting/business opportunities at the Airports Authority.

2. Knowledge of Project and 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 SBE programs, especially MBE/WBEs, altogether to identify, promote and monitor business opportunities for DBEs and SBEs in connection with design and construction contracts and to determine and monitor contractor compliance with various requirements (such as, criteria for participation of DBEs/SBEs in Project/Airports Authority procurement activities).
3. Knowledge of the problems and issues faced by disadvantaged/minority/women business/small business enterprises to work with the Supplier Diversity team to remove barriers to the participation as DBEs and increase the number of certified enterprises doing business with the Airports Authority.
4. Knowledge of general business and financial practices and business organizational structures to analyze financial and other business information to help certify businesses as DBE, LDBE, ACDBE and/or MBE and WBE and perform certification reviews.
5. Skill in problem solving to identify, select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include: identifying, developing/formulating program/plans and approaches to maximize Supplier Diversity outreach programs and work with organizations to be certified.
6. 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 developing articles, promotional materials, announcements, etc., for public distribution regarding outreach efforts.
7. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining relationships with stakeholders (e.g., offerors and small/disadvantaged businesses) to explain the Airports Authority's Supplier Diversity programs and contracting opportunities to representatives of large contractors and small and disadvantaged firms.
8. 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 DBE/LDBE/ACDBE and WBE and MBE participation requirements to potential offerors and answering related questions). This includes skill in encouraging effective oral communication by others such as potential offerors.
9. Skill in using 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 perform or conduct research (Internet use); (b) enterprise system/software for evaluation of contracting opportunities, time and attendance reporting, and other functions; and (c) special systems/software used in the office such as the Supplier Diversity system.

RESPONSIBILITY Is responsible for developing and implementing a strategic plan of outreach/marketing activities targeting Disadvantaged Business Enterprises (DBEs), Local Disadvantaged Business Enterprises (LDBEs), Airport Concession Disadvantaged Business Enterprises (ACDBEs), Minority Business Enterprises (MBEs), and Women's Business Enterprises (WBEs) regarding contracting opportunities. The work has a financial impact on prime contractors and small business firms and contributes to meeting the Airports Authority's program goals for DBE/LDBE, ACDBE goals.

Reports to the Deputy Vice President Supplier Diversity (Supervisor), however, may receive inquiries from the Manager, Contracts and Procurement and/or the Vice President Supply Chain Management. Incumbent independently performs DUTIES in accordance with established procedures; independently planning and carrying, selecting the approaches and techniques to be used. Incumbent keeps Supervisor and others, as appropriate, informed of significant problems or sensitive issues. Any 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. The predominance of work is expected to be adequate and accurate while other work may be spot checked by Supervisor for meeting objectives, soundness of decision and terms of quantity, quality, timeliness, customer service, teamwork adherence to guidelines, and other factors.

Guidelines include Federal laws, regulations, and guidelines (principally 49 CFR Part 23 and 26); Airports Authority and Project procedures and policies; the scope of work in procurement requests and contracts; and computer data banks of DBE/LDBE/ACDBE eligible firms by industry. The incumbent uses judgment in analyzing the compliance with established DBE requirements/goals, resolving DBE/LDBE/ACDBE compliance issues, and in determining DBE/LDBE/ACDBE goals.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc., however, at events the incumbent may be required to stand and talk to/with various people. Incumbent may sit for extended periods while performing desk work. Regularly uses a computer to develop reports, analyze items and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews Federal and state guidelines and contract documents and computer reports containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works mainly in adequately lighted, temperature controlled office settings and conference rooms/auditoriums. May visit an offeror's place of business.

OTHER SIGNIFICANT JOB ASPECTS May require working outside normal business hours (e.g., night and/or weekend work).