

CITY OF MOBILE
NEIGHBORHOOD DEVELOPMENT SMALL AND DISADVANTAGED BUSINESS
COORDINATOR

The City of Mobile seeks to hire a full-time Small and Disadvantaged Business Coordinator who will be responsible for assisting business owners and operators through government institutions and processes. This position will work closely with the Supplier Diversity Manager and the Community and Housing Development Department (CHD) in the delivery of services for the City of Mobile's Neighborhood Development (ND) Department as part of federal Department of Housing and Urban Development (HUD) programs. The position will focus primarily on companies that have or are attempting to become certified as Section 3 with the City. This position reports to the Senior Director of Neighborhood Development with assignments being given by the Supplier Diversity Manager. This position is currently expected to be limited to a 2 year term or until CDBG-CV funds have been exhausted. The position may transition into a permanent position for the City once administration of CDBG-CV funds have been exhausted.

JOB REQUIREMENTS: Requires a bachelor's degree in business administration, accounting, finance, public administration, construction management, engineering, or closely related field and a minimum of three years' responsible experience to include one year experience related to construction which would have required knowledge of the permitting, licensing, zoning, and/or planning processes of a municipal government. Preference will be given to those with documented experience of presenting to any of the above referenced process departments in the City of Mobile. Must possess a valid driver's license.

This position requires management skills, program management and business motivational skills, and communication to internal and external clients in a professional manner. Must have good knowledge of budgeting, state and federal requirements regarding CDBG program management, research techniques, and federal and state bid laws and contract administration; ability to develop and implement policies and procedures; ability to communicate effectively, both orally and in writing; ability to plan, organize, and train the work of others; ability to conduct research and prepare comprehensive reports; ability to coordinate a wide range of activities and services with other municipal, county and service groups; ability to operate and utilize computer software; ability to establish and maintain effective working relationships with granting agencies, program staff, government officials, employees and the general public.

PRIMARY RESPONSIBILITIES (including but not limited to): Assists the Supplier Diversity Manager with encouraging businesses and individuals to become certified as Section 3 with the City; assists business owners and operators of small and disadvantaged businesses through the processes of licensing, permitting, planning, and/or zoning; recertifies Section 3 businesses and individuals annually to ensure compliance; tracks new hires of City funded projects to ensure compliance with Section 3; assists local organizations in implementing special projects; monitors the activities of designated on-going community development funded projects and programs; evaluates micro-enterprise applications submitted for assistance; reviews and approves agency requests for grant payment; maintains appropriate records and documentation in accordance with grant regulations; ensures compliance of policies and procedures established in various grants and provides necessary supporting documentation; processes Section 3 and Micro-enterprise business requests; prepares Section 3 and Micro-enterprise monitoring reports and project status reports; reviews monthly Section 3 and Micro-enterprise status and audit reports; assists in preparing annual performance reports; assists in the preparation of journal entries to correct fiscal errors; assists in the preparation of public hearings and in the coordination of community awareness activities; prepares for and assists in HUD monitoring to include preparation of HUD annual report, annual performance report, and amendments to community development plans; performs general administrative duties; performs related work as required.

The City of Mobile ensures equal employment opportunity in all aspects of employment to all employees and to all applicants for employment without regard to race, color, religion, sex (excluding pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability or military obligations.

To apply (application deadline 7/27/2020), send resume and salary history to: hr@cityofmobile.org, fax: 251-208-7153, or mail to City of Mobile, Human Resources Dept., PO Box 1827, Mobile, AL 36633.