

**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 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 and individuals that have or are attempting to become certified as Section 3 or Disadvantaged Business Enterprise with the City. This position reports to the City's Supplier Diversity Manager. This position is expected to be limited to a 4-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, marketing, or closely related field and a minimum of three years' responsible experience. Preference will be given to those with documented experience of tracking a client database or marketing to diverse groups. Must possess a valid driver's license.

This position requires management of document skills, program management and business motivational skills, and communication to internal and external clients in a professional manner. Must have good knowledge of budgeting with state and federal requirements regarding CDBG program management preferred; experience using research techniques; knowledge of federal and state bid laws and contract administration; ability to implement policies and procedures; ability to communicate effectively, both orally and in writing; ability to conduct research and prepare comprehensive reports; ability to maintain an accurate listing of Section 3 businesses and individuals utilizing a web-based database; ability to operate and utilize computer software; ability to establish and maintain effective working relationships with program staff, government 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 (low to moderate income ownership or hiring practices) with the City; assists business owners and operators of small and disadvantaged businesses through the processes of licensing or permitting; 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; evaluates Section 3 micro-enterprise applications submitted for assistance; reviews and approves agency requests for grant payment; maintains appropriate records and documentation in accordance with grant regulations; processes Section 3 and Micro-enterprise business requests; assists in the preparation of meetings with the public and in the coordination of community awareness activities; 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 3/19/2021), 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. The City may begin interviewing prior to the close of this announcement.