

CONTRACT COMPLIANCE OFFICER

DEFINITION

Under the general supervision of the Director, Department of Administration and working in cooperation with the Minority Affairs Project Coordinator, ensure equal opportunity in all procurement and contracting activities and improve business and economic development opportunities for minority/women-owned businesses (Disadvantaged Business Enterprises-DBEs) in Dane County. Performs related duties as required.

EXAMPLES OF DUTIES

Administer Dane County's contract compliance/DBE program. Ensure compliance with Dane County, state and federal laws, rules, regulations and guidelines pertaining to affirmative action and contract compliance of county contractors and county government. Perform on-site reviews of county contractors. Develop and implement a county contract compliance plan. Train county contractors on affirmative action and contract compliance duties, responsibilities and methods on how to comply with the law. Develop and coordinate program activities to encourage county procurement activity from DBE firms. Develop and expand leasing opportunities for DBE firms at the Dane County Regional Airport. Provide technical and professional assistance to contractors in affirmative action hiring and in expending subcontracting opportunities to DBE firms. Review and analyze financial, legal and business documents, conduct on-site reviews, and gather other necessary information to certify firms who meet the legal definition of DBE-owned. Develop and maintain the DBE directory. Investigate complaints relating to certification and affirmative action policies and practices of contractors and vendors; make recommendations as to necessary actions. Administer the appeals processes and take other necessary steps to resolve disputes. Establish and maintain all files and reference systems for contractor and DBE data and documents. Provide oral and written reports to appropriate county boards, committees and commissions and to appropriate federal and state agencies. Provide staff support to the Purchasing Division, Affirmative Action Commission, the Minority Affairs Task Force and the County Executive. Develop and implement policies, procedures and standards for all programs. Recommend and assist in the drafting of ordinance and rule changes when necessary and appropriate.

EMPLOYMENT STANDARDS

Education and Experience: Three years professional experience in contract compliance, affirmative action or a related field. Additional experience in owning or managing a business is preferred. Any combination of training and experience equivalent to graduation with a bachelor's degree from an accredited college or university and that exhibits the knowledge, skills and abilities necessary to perform the duties of this position will be considered.

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Knowledges and Abilities: General knowledge of procurement techniques and strategies; working knowledge of federal and state affirmative action equal opportunity and/or contract compliance laws, rules, regulations, procedures and guidelines; problem solving and analytical skills; thorough and working knowledge of current and historic problems and issues affecting DBE-owned businesses; effective writing and oral communication skills; effective human relation skills; working knowledge of investigation techniques and methods; ability to analyze complex problems involving varying viewpoints and to develop workable solutions and to communicate with persons having diverse attitudes and opinions; effective organization, planning and program development skills; demonstrated ability to work with top business management and public officials; general knowledge of training strategies and techniques; working knowledge of small business practices and contract administration; and ability to prepare and present detailed and complex written and oral reports.

Special Requirements: Possession of or eligibility for a Wisconsin driver's license and must have access to personal transportation.