JOB DESCRIPTION

Job Title: Director Supplier Diversity
Reports To: Vice President Procurement
FLSA Status: Exempt
Division: Procurement
Prepared By/Date: VP of HR, November, 2015

DUTIES AND RESPONSIBILITIES

Summary: Assists Vice President Procurement in directing, planning, managing, and coordinating activities and operations of the WCAA procurement department by performing the following duties personally or through others.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Advocates for contracting opportunities for Disadvantaged Business Enterprises (DBE), Small Business Enterprises (SBE), and Airport Concessions Disadvantaged Business Enterprises (ACDBE) concerning the acquisitions of goods and services by the Airport Authority.
- Manages the Airport Authority’s supplier diversity efforts via outreach, certification, monitoring, and compliance initiatives.
- Identifies, clarifies, encourages, conducts and monitors outreach to DBEs, SBEs, and ACDBEs concerning contracting opportunities.
- Builds trust-based relationships with Airport Authority’s leaders to ensure diversity and inclusion initiatives align with Airport Authority’s goals.
- Manage the design, development, and implementation of enterprise-level programs/initiatives that advance the diversity of supplier base within the parameter of ACDBE and SBE programs.
- Monitors contract compliance, including Operations and Maintenance (O&M), design and construction, and Capital Construction Program (CCP) contracts. Reviews contracts to determine percentage goals for DBE, SBE, or ACDBE participation.
- Conducts and attends minority program meetings, procurement fairs, and other outreach activities.
- Works on business opportunities and issues to eliminate barriers/requirements that obstructs participation of DBEs, SBEs, ACDBEs in doing business with the Airport Authority.
- Schedules business seminars for DBEs, SBEs, and ACDBEs in collaboration with other business experts to assist in increasing business participation.
- Attends procurement pre-solicitation meetings to explain supplier diversity participation requirements to potential bidders and answer questions. Assists bidders in contracting compliance issues and requirements.
- Develops the Airport Authority’s annual DBE and ACDBE goal for Federally-funded contracts that is reported to the Federal Aviation Administration (FAA).
- Oversees the annual DBE and ACDBE reporting; develops and uses metrics to measure performance to goal.
- Develops procedures and standards for the Airport Authority’s DBE, SBE, and ACDBE programs. Utilizes process improvement techniques to implement technological solutions to data receipt, input, and reporting.
Continues to stay abreast of regulatory changes, trends and information concerning supplier diversity. Participates on committees and organizations related to supplier diversity.

**COMPETENCIES**

To perform an Airport Authority leadership job successfully, an individual should demonstrate the following competencies, which include the Airport Authority Core Values.

### Leadership

- **Visionary** – Ability to think differently and without usual constraints; creatively develops and demonstrates a clear, vivid picture of targets, and how to achieve and measure success; Translates vision into concrete actions and results.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities.
- **Adaptability** – Constantly aware of, and effectively responds to, current external and internal conditions; Adapts strategy to changing conditions; Effectively communicates, builds commitment for, and overcomes resistance to, change.
- **Motivates Others** – Displays passion and optimism; Inspires excellence; Builds morale and motivates people towards achieving goals and objectives.
- **Delegation** – Appropriately delegates work assignments for effective use of his or her team; Does not micromanage.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; regularly provides constructive performance feedback.
- **Self-Confidence** – Projects confidence, with humility, in one’s own decisions.

### Integrity

*Adhere to a high ethical standard at all times while doing our job.*

- **Trustworthiness** – Steadfastly aligns actions with WCAA’s core values; Displays unwavering honesty; Gains trust and respect of others; Maintains confidentiality.

### Teamwork

*Works across functional areas to achieve our common goals through trust, sharing information, and open discussion of ideas.*

- **Collaboration** - Exhibits objectivity and openness to others’ views and values different perspectives; Builds positive team spirit by putting success of team above own interests; Supports everyone’s efforts to succeed; Gives and welcomes feedback; Knows when to give and take credit.
- **Communication** – Speaks and writes clearly and persuasively in positive or negative situations to a wide array of audiences; Listens and gets clarification; Responds well to anticipated, as well as, impromptu inquiries.

### Accountability

*Follow-through on commitments, takes ownership, and accepts responsibility for all outcomes.*
• Judgment – Defines issues, collects and verifies all relevant information; Uses sound judgment to make decisions; Willingly makes difficult decisions, when necessary; Includes appropriate people in decision-making process; Reacts well under pressure; Uses reason when handling emotional topics.

• Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

• Quality – Strives for excellence in all areas of responsibility; Manages performance, including rewarding excellence and fairly addressing under-performance.

• Safety and Security – Understands and observes safety and security mandates and procedures at all times.

Customer Satisfaction
Commit ourselves to understand our customers’ needs and deliver services and facilities that exceed expectations.

• Service oriented - Sets external and internal customer satisfaction as high priority; recognizes an assortment of customers.

Employee Respect
Value and treat all team members with respect, regardless of his or her position or status.

• Appreciation – Recognizes that all team members are of value to the organization.
• Openness – Listens to new ideas and opinions, even if they do not conform to the usual way of thinking.

Diversity
Foster a welcoming environment for all airport users.

• Embraces Differences - Recognizes, accepts and values unique qualities that distinguish individuals.
• EEO Practices- Displays knowledge of Equal Employment Opportunity practices and principles.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE
Bachelor’s Degree from a recognized college or university with major course work in Public Administration, Finance, Business or a closely related field; AND Eight (8) years of progressively responsible experience in supplier minority purchasing activities which must include strong computer skills, analytical, problem solving and budget planning experience; AND Three (3) years of supervisory/management experience.

NOTE: This is an appointed at-will position.
CERTIFICATES & LICENSES
A valid Michigan driver’s license and a safe, acceptable driving record. If current driver’s license is issued in another state, a Michigan driver’s license must be obtained within four (4) months of job start date.

COMPUTER SKILLS
To perform this job successfully, an individual should have knowledge of word processing; spreadsheet and project management software such as those found in the Microsoft Office Suite. An individual should also have knowledge of integrated financial software systems.

LANGUAGE ABILITY
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

MATH ABILITY
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

SUPERVISORY RESPONSIBILITIES
Manages 2 – 4 employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, selecting, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to ten (10) pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to stand or walk.