

State of Washington  
Minority & Women's Business Enterprises  
invites applications for the position of:



## Certification Manager

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SALARY: \$61,235.00 - \$72,000.00 Annually

OPENING DATE: 08/23/10

CLOSING DATE: 09/12/10 11:59 PM

### DESCRIPTION:

The Office of Minority and Women's Business Enterprises (OMWBE) develops programs designed to improve the contributions of minority and women-owned small businesses to the Washington State economy. In 1983, OMWBE opened its doors to offer certification for Washington's small businesses that meet the criteria for minority and women-owned business enterprises. The purpose of this certification was to help these historically under-used businesses get contracts with state and local agencies and schools. OMWBE certifies minority and women-owned business enterprises for both the state program and the US DOT/WSDOT disadvantaged business enterprises program.

The Certification Manager position is responsible for the development and implementation of policies designed to further the agency's mission as it relates to federal and state certification. This position requires understanding and interpretation of both state and federal law. Certification decision making has precedential potential that could have major impacts on the state's supplier diversity initiative. Similarly, decisions made on applications for the federal program can influence the shape of federal regulations. The incumbent, as the subject matter expert, must consider these ramifications in all decisions, as well as, the impact of these decisions on small businesses.

### DUTIES:

At a minimum, this position is expected to:

- ◆ Deliver superior customer service.
- ◆ Improve the efficiency and effectiveness of the Certification Division's processes through training and process improvement.
- ◆ Ensure compliance with requirements related to certification that impact the state's eligibility for federal transportation funding assistance.
- ◆ Initiate, develop and continuously improve policies, procedures and quality control methods for consistent application of federal, state, and local laws regarding certification and race and gender equity in public contracting and procurement.
- ◆ Manage people and resources effectively and meet goals and objectives.
- ◆ Improve the quality of certification reviews and the time it takes to reach final determination.

### QUALIFICATIONS:

Essential knowledge and skills of the position include:

Knowledge of:

RCW's and WAC's applicable to public contracting and procurement  
The Administrative Procedures Act  
Principles of management and customer service

Federal and state laws related to minority, women's and disadvantaged business programs, affirmative action, EEO  
Small Business legal organizational structures  
Small business taxes  
Financial Management  
Legislative process

Skills in:

Communicating effectively both orally and in writing  
Coaching, mentoring, and training  
Long-range planning and effective decision making  
Handling and resolving complaints from a variety of customers  
Negotiation  
Legal and other research  
Advanced computer skills

A college degree in a related field and direct work experience is required.

**SUPPLEMENTAL INFORMATION:**

This position requires the incumbent to be available to travel throughout the state routinely in connection with certification activities. There may also be out-of-state travel to national conferences if funding is available.