

**MARYLAND ENVIRONMENTAL SERVICE  
JOB DESCRIPTION**

**Job Title:** MBE Liaison

**FLSA Status / Grade:** Exempt / 7

**Group:** Administration

**POSITION SUMMARY**

Assures Agency compliance with requirements of the State's Minority and Disadvantaged Business Enterprise procurement regulations. Also responsible for establishing other compliance and advocacy programs as necessary.

**ESSENTIAL FUNCTIONS**

Recommends the annual Agency wide MBE participation goal. Leads, assists, trains, and otherwise supports the efforts of the Agency's Groups to meet goals.

Reviews goals requested by project managers and sets final goals for all formal procurements, sole source contracts, contract amendments and extensions. For procurement in excess of \$200,000 or other statutory amounts, leads Procurement Review Committee in setting goals and reviewing requests for waivers.

Completes and submits all MBE compliance reports including the annual MBE participation report. Also, monitors and publishes regular report updates on Agency's progress toward meeting annual MBE participation goals. Works with the IT division to assure timely response to new MBE reporting initiatives.

Attends pre-bid conferences to deliver MBE statements and provide direction to prime vendors and MBE subcontractors relating to COMAR.

Establishes MBE sub-contractor payment verification system and field compliance audits.

Leads Procurement Review Group meetings.

Conducts field reviews to ensure the requirements of the MBE program are being met.

Manages the resources of the Agency to reach the annual MBE participation goal, including external outreach and internal communication and compliance efforts.

### **OTHER RESPONSIBILITIES**

Establishes other procurement compliance programs as directed: sole source testing, “Buy Recycled” or other green programs.

Formulates and updates procedures; makes policy recommendations.

Confers with the Assistant Attorney General and Staff Attorney on matters before the Procurement Review Committee and of procedure and language.

Performs other work related duties as assigned.

### **SUPERVISORY REQUIREMENTS**

This position has no supervisory responsibilities.

### **EDUCATION AND EXPERIENCE**

Bachelor’s degree plus five years experience in related administrative or professional work; one year of which included responsibility for program development.

Note: Candidates may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to four years of the required education.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to pass standard physical exam.

Ability to lift up to 40 pounds.

Possess knowledge of Maryland and federal laws and regulations applicable to contracts and procurement by public Agencies, including thorough understanding of State of Maryland Minority Business Enterprise regulations.

Proficiency in the use of Microsoft Office, Outlook and automated financial systems and information technology applications for procurement and contracts with emphasis on reporting MBE participation in required categories of work and in required categories of procurement method.

Ability to participate in public meetings at headquarters, field and client locations.

Basic math skills are necessary for understanding mechanized report structures.

Ability to develop and present clear language for bids/proposals, procedures, training classes, budgets and other written materials.

### **LICENSES AND CERTIFICATIONS**

Driver's license with less than 6 points under Maryland law may be required.

### **PHYSICAL DEMANDS**

While performing the duties of this job the employee is regularly required to read, talk, hear, stand, sit, type, climb, stoop, reach with hands and arms and differentiate font colors for editing and computer applications; occasionally drive and walk on uneven ground.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly in a climate-controlled office environment. Occasionally, the employee will travel to field locations where exposure to machinery with moving parts, noxious odors, outdoor weather conditions, uneven walking surfaces and high noise levels occur.