

# **JOB OPENING ANNOUNCEMENT**

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**Employment Hotline 650-508-6308**

**June 16, 2022**

**TITLE:** DBE Administrator  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Administration (Office of Civil Rights)  
**PAY RANGE:** **\$1,913.67 - \$2,870.51 weekly (\$99,511 - \$149,267 estimated annual)**  
**APPLICATION DEADLINE:** Friday July 8, 2022  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Hybrid Work Schedule

**JOB SUMMARY:**

The DBE Administrator serves as the District's Disadvantaged Business Enterprise Liaison Officer ( DBELO ) for SamTrans and Caltrain and will report to the Manager, Civil Rights Programs. The DBE Administrator is responsible for the development, implementation, and administration of the District's Diversity Program for Contracts Disadvantaged Business Enterprise and Small Business Enterprise (DBE/SBE) programs for the Peninsula Corridor Joint Powers Board (Caltrain) and the San Mateo County Transit District (SamTrans). This program works with a high degree of independence as a subject matter expert.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Plan, develop, coordinate, and administer the DBE program to ensure compliance with Federally mandated programs that encourage participation with businesses that are owned and controlled by social and economically disadvantaged individuals.
- Determine the qualifications of and certifies DBEs to participate in programs, conduct workshops on program requirements as necessary.
- Identify, execute and monitor the need for additional SBE or MBE programs from which the District may want to engage.
- Draft contract language and terms consistent with the goals, policies, and procedures of the DBE and Small Business Enterprise (SBE) programs.
- Subject matter expert to internal and external stakeholders regarding DBE certification, DBE Program policies and procedures, DBE-related contract compliance, and other areas related to the DBE Program.

**EXAMPLES OF DUTIES:**

- Monitor contract payments to ensure prompt payment to subcontractors and appropriate utilization of proposed DBE contractors.
- Independently considers options for program effectiveness and determines courses of action to implement new strategies and techniques for program improvement.
- Recommends and advise executive management and the Board of Directors regarding DBE/SBE program policy implementation.
- Report on DBE participation to stakeholders such as the Federal Transportation Administration, and the California Department of Transportation.
- Identify, investigate, and recommend solutions to resolve issues and complaints involving the administration of DBE programs.
- Review bids and proposals for compliance with DBE-related requirements. Present DBE contract terms at Pre-Bid and Pre-Proposal meetings.
- Represent Caltrain and SamTrans as part of the California Unified Certification Program and the Business Outreach Committee.
- Collect and interpret Independent Cost Estimate data in order to develop accurate overall and contract-specific DBE goals and contract-specific SBE goals.

- Assess, review, and identify key strategies for MBE program growth for the District
- Lead studies of DBE utilization and availability.
- Interview and assist DBE applicants with their applications
- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees, and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Manager, Budgets who establishes goals and objectives and evaluates performance.

### **MINIMUM QUALIFICATIONS:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Business Administration, Public Administration, Law, Construction Management, Accounting, or a related field.
- Three years full-time experience administering a DBE Program or similar business diversity program.

### **PREFERRED QUALIFICATIONS:**

- Effective written and oral communication skills.
- Proficiency in Microsoft Office Suite.
- Experience utilizing contractor utilization software (e.g., B2GNow) is desirable.
- CUCP or other State Unified Certification Program DBE Certification training is desirable.

### **SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

### **BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

- Holidays : Seven paid holidays, plus up to four floating holidays per year
- Paid Time Off : Up to 26 days (PTO) per year
- Cafeteria Plans : Medical, dental, vision care, group life insurance and more
- Transportation : Free Bus Transportation for employees and qualified dependents
- Pension : Social Security and California Public Employees Retirement Systems (CalPERS)
  - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

### **HOW TO APPLY:**

- To apply, please visit the [www.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). Online applications will be accepted until 11:59 p.m. on Friday July 8, 2022. Complete an online employment application. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.