

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Supplier Diversity

**Department: ECE Administration**

**Pay Grade: GS.14**

**Supervision Received From: Chief Equity Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 7/1/21**

**Revision Dates: 4/1/25;**

**10/23/24; 8/2/2022**

### CLASSIFICATION SUMMARY:

The Director Supplier Diversity is responsible for planning, developing, and executing initiatives that support equitable procurement from inception to conclusion, with the ultimate goal of creating long-term, invested partnerships that are competitively postured to participate in the City's growth. In doing so, the Director demonstrates their understanding of and commitment to advancing the Mayor's vision for Chattanooga.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Works closely with the City's Department of Purchasing to develop and implement an approach to expand the range of minority-owned businesses who can successfully compete for City-issued RFPs and RFQs.

Develops and executes outreach strategies to build diverse supplier relationships, and to create networking opportunities with businesses.

Actively engages in the preparation of events promoting and recognizing supplier diversity efforts.

Compiles and maintains a list of minority-owned firms that would benefit from the initiative.

Provides feedback to program participants that identifies business strengths and weaknesses so they may improve their responses in the bidding process.

Resolves issues and provides guidance to enhance supplier capabilities and growth opportunities.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates activities with other departments and agencies as needed.

Advises the Chief Equity Officer, the Mayor and City Council on key matters of supplier diversity, equity in government purchasing and procurement, and the issues and opportunities facing minority-owned small businesses.

DEPARTMENT SPECIFIC DUTIES (if any):

## MINIMUM QUALIFICATIONS:

Bachelor's degree and seven (7)+ years of experience in roles of growing scope, responsibility, and demonstrable results in the procurement sector or a related field, or any combination of equivalent experience and education. Advanced degree in diversity and inclusion, urban studies, procurement, supply chain management, or a related field may be substituted on a year-for-year basis up to two (2) years of the required seven (7) years of experience as described above. Extensive knowledge of the principles and practices of supplier diversity programs, and extensive knowledge of procurement, to include understanding category management principles, sourcing strategies, and execution.

## LICENSE AND CERTIFICATIONS:

None

## SUPPLEMENTAL INFORMATION:

Ability to leverage procurement experience to develop value added relationships with supply chain professionals and functional leaders to increase the development and utilization of diverse suppliers; Strong analytical and problem-solving skills. Skill in developing process flows; and excellent negotiating, consensus building and conflict resolution skills. Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality. Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve planning goals and objectives. Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team. A passion for community-centered issues and desire to work with a mission-driven organization. Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, officials, and staff.

## SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employee.