

CITY OF CHATTANOOGA

Classification Specification Title: Supplier Diversity Analyst

Department: Equity & Community Engagement

Pay Grade: GS.10

Supervision Received From: Dir. Supplier Diversity & Dep.

FLSA Status: Non-Exempt

Procurement Dir.

Established:

Supervisory Responsibility For: None

Revision Date:

CLASSIFICATION SUMMARY:

The Analyst of Supplier Diversity will support the Director of Supplier Diversity in developing and implementing programs aimed at increasing participation of Minority, Women, and Other Business Enterprises (MWOBE). The Analyst will work closely with city buyers to ensure supplier diversity goals are met and will assist in analyzing and reporting on diversity metrics.

The ideal candidate will have a demonstrated commitment to the ability to develop strong relationships with departmental partners and with local minority and women-owned businesses, and a systems-oriented approach. They will have a clear ability to navigate complex purchasing rules while creating accessible pathways to doing business with the City of Chattanooga.

SERIES LEVEL: This is a stand alone position

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.)

Assist the Director of Supplier Diversity in the development and implementation of supplier diversity programs and initiatives.

Support outreach efforts to MWOBE vendors to encourage participation in city procurement processes.

Review new bid opportunities on a continuous basis; identify and act upon bid opportunities that require timely attention.

Identify qualified suppliers through a variety of sources, and match with buyer demands.

Encourage suppliers to participate in bidding, through emails, telephone calls and other documented means of communication.

Develop and facilitate systematic supplier education processes.

Manage buyer and supplier inquiries and concerns, so that successful bid opportunities may be realized.

Build and maintain a good working relationship between the City and the existing supplier community, establishing contacts for key commodities that are able to meet buyer demands within a centralized database.

Develop and update related skills and knowledge on a continuous basis; relay relevant updates and available training to other Purchasing employees, as applicable, as well as establish and maintain knowledge reference relationships with regional area purchasing groups.

Collaborate with various departments to ensure alignment with the city's diversity and inclusion goals.

Prepares, reviews and analyzes data related to supplier diversity, including spend analysis and diversity metrics.

Prepare regular reports and presentations for the Director of Supplier Diversity and other stakeholders.

Monitor and evaluate the effectiveness of supplier diversity programs and make recommendations for improvements.

Work closely with city buyers to identify opportunities for MWOBE vendors and ensure diverse supplier participation in procurement processes.

Provide guidance and support to city buyers in implementing supplier diversity strategies.

Maintain strong working relationships with internal and external stakeholders to promote supplier diversity goals.

Ensure compliance with all relevant policies, procedures, and regulations related to supplier diversity.

Maintain accurate records and documentation of supplier diversity activities and outcomes.

Assist in preparing documentation for audits and reviews related to supplier diversity.

Assist in the development and delivery of training programs for city staff and suppliers on supplier diversity best practices and policies.

Stay current on industry trends and best practices in supplier diversity and procurement.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and three (3) years experience in supplier diversity, procurement, or a related field, Supply Chain Management, or any combination of equivalent experience and education.

KNOWLEDGE AND SKILLS:

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.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.