

MBE Compliance/Contract Specialist

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Purchasing Director, the MBE Compliance/Contract Specialist shall assist with the implementation and facilitation of the school system's Minority Business Enterprise, Women Business Enterprise and Small Business Enterprise program as well as prepare contracts as needed. Reviews contract solicitations for MBE/WBE/SBE contracting opportunities and determines certification eligibility by reviewing new and re-certification application submissions. Serves as outreach liaison and MBE/WBE/SBE information facilitator and attends local outreach conferences. Prepares a variety of contracts, reports, and correspondence, as required.

ESSENTIAL POSITION RESPONSIBILITIES

- Participates in bid opening and pre-bid/proposal conferences and meetings, as needed.
- Evaluates information submitted by contractors to ensure MBE/WBE/SBE compliance.
- Determines if suppliers contracted with the school system are following federal and state guidelines.
- Reviews pending contract solicitations for MBE/WBE/SBE contracting opportunities and determines appropriate participation goals.
- Reviews bid submissions to ensure all required documentation is included and conducts follow-up if necessary for additional information.
- Reviews and processes MBE/WBE/SBE certification eligibility.
- Tracks participation of school system procurements identifies deficiencies and makes appropriate recommendations for corrective actions as required.
- Works closely with various departments and staff to develop contracts to meet their specific requirements.
- Upholds and enhances the standing of the Purchasing Office by maintaining a sound standard of integrity in relationships with contractors and with HCPSS personnel.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- A bachelor's degree from an accredited college or university in business, finance, public administration, or a related field.

Experience:

- Four years of experience working on contracts with:
 - Two years of this experience must have involved public procurement.

PREFERRED QUALIFICATIONS

- Experience in a PreK-12 public education or government setting.
- Experience with Workday, eMaryland Marketplace advantage System, or another procurement management software.
- Experience with COMAR Title 21 and other Maryland state procurement laws, regulations, policies, and procedures.
- At least one year of work experience with computer technology to include Microsoft Office Suite (e.g., Outlook, Excel, Word, Access, PowerPoint, Teams) and Google Workspace (e.g., Drive, Docs, Sheets, Slides, Meet).

SELECTION REQUIREMENTS

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Educators Association, Educational Support Professionals (HCEA-ESP) employee bargaining unit. The current salary range for this position is on the Central Office Technical Salary Scale, Grade 23 \$52,851 - \$98,351. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may be eligible for a hybrid work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.