

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title: Director of Diversity Contracting

Job Status: Full-Time

Department: Administration

Salary Range: \$115,000-\$140,000 annually

Location: 200 Liberty Street 24th Floor New York, NY 10281

As of January 6, 2022 all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

POSITION SUMMARY:

The Director of Diversity Contracting is responsible for delivering innovative solutions to increase contracting opportunities for Minority and Women-Owned Business Enterprises (M/WBEs) and Service-Disabled Veteran-Owned Businesses (SDVOBs) on contracts awarded by the Authority or private developers doing business with the Authority. The Director of Diversity also serves as the Authority's Language Access Coordinator.

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

Essential Duties:

- Develop and implement guidelines, policies, and procedures that maximize MWBE and SDVOB participation in contracts awarded by the Authority or private developers doing business with the Authority.
- Assess all Authority procurements for MWBE and SDVOB goals and provide support to departments and vendors on how to conduct best practices toward goals achievement.
- Monitor contract compliance with the statutory requirements of New York State's MWBE and SDVOB programs – Article 15-A and Article 17-B, respectively.
- Provide guidance and assistance to businesses interested in bidding on Authority projects.
- Serve on all Authority RFP evaluation committees to provide expertise and to score on diversity requirements.
- Prepare and submit all Diversity-related reports to the Authority's Board, New York State, and other government entities, as required.
- Represent the Authority at various industry events including: seminars, conferences, panel discussions and workshops to promote the Authority's commitment to the MWBE and SDVOB programs.
- Work closely with other government entities, authorities, advocacy, and not-for-profit organizations to maximize opportunities for MWBEs and SDVOBs.
- Other tasks as needed.
- Lead the Authority's Language Access Program, including managing its Language Access Plan.
- Ensure that the Authority adheres to Executive Order 26 (2011): Language Access Policy.
- Respond to all requests to the Authority for translation and interpreter services.

Education and Experience:

- A Bachelor's Degree, in Public Policy, Public Administration, Business Management, or other related fields is required and should be supplemented by a minimum of seven (7) years of previous experience, with three (3) years of diversity-related experience.

Skills:

- Demonstrated knowledge of the statutory and regulatory requirements of NY State's MWBE and SDVOB programs.
- Ability to interpret laws, rules, policies, procedures, and regulations.
- Excellent interpersonal, analytical, and oral and written communication skills.
- Proficient in relationship-building.
- Strong analytical skills and ability to resolve problems collectively and independently.
- Knowledge of methods and procedures used in collecting, analyzing, interpreting, and reporting data.
- Ability to work under pressure, meet deadlines, and work extra hours as necessary.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

- Ability to multitask, work in a fast-paced environment, and prioritize workload.
- Physical Requirements: Ability to lift and transfer boxes weighing up to 25 pounds.

[Apply](#)

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