



THIS POSITION IS EXEMPT FROM CIVIL SERVICE

EMPLOYEE BENEFITS

Washington State offers a competitive benefit package that includes vacation and sick leave; health, life, and disability insurance; retirement; social security; and leave for military service.

The OMWBE is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons needing accommodation in the application process, or this job announcement in an alternative format, may call 360.725.0158 or the Telecommunications Device for the Deaf 360.664.3649

STATE OF WASHINGTON

OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES

SALARY Dependent on Qualifications up to \$116,928 plus benefits

LOCATION Olympia, Washington

OPENS November 3, 2015

CLOSES January 5, 2016
(However, the position will remain open until filled. Applicants are strongly encouraged to submit their materials as soon as possible to ensure consideration.)

The top candidates will be invited to interview to determine the finalists for this position. Because the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the qualifications for the job as they apply to their knowledge, skills, and abilities.

OVERVIEW

About the agency

Governor Inslee strongly believes in the power of the state to use the procurement process to strengthen our state's economy and its small businesses. The Governor is committed to growing small women and minority owned businesses in this Washington State. The Office of Minority and Women's Business Enterprises' (OMWBE) mission is to optimize and ensure equity and opportunity for small businesses owned by minorities, women and the disadvantaged through education, certification and outreach.

The agency has 20 employees and a biennial budget of \$4.7 million. OMWBE is responsible for developing and implementing programs resulting in opportunities for qualified minority and women-owned and business to state agency and educational institution contracting and procurement.

OMWBE is Washington's central resource for certifying eligible small businesses for the state's Minority and Women's Business Enterprise program; the U.S. Department of Transportation Disadvantaged Business Enterprise program; and the Federal Aviation Administration Airport Concessionaire Disadvantaged Business Enterprise program. The agency conducts outreach events to provide information on the certification process and to educate minority and women-owned businesses about the benefits of certification.

OMWBE works with state agencies to develop processes to encourage the use of certified firms in public contracting and procurement. The agency monitors and

assists agencies in complying with goals for the utilization of state-certified small business in public works and contracting procurement.

OMWBE also works with the Office of the State Treasurer to operate a program that links the deposit of state funds to loans made by participating financial institutions to qualified minority and women-owned businesses.

Duties

The Director is responsible for managing and providing executive leadership, overall direction, and strategic vision to the agency. This position is accountable for planning, developing and implementing programs that allow minority and women-owned businesses to become successful and increase their participation in the purchasing and contracting activities of state agencies. This vital role in the state ensures that the state creates meaningful economic opportunities for minority and women-owned businesses to provide services to Washingtonians.

The Director represents and advocates for the agency and the Governor before key stakeholders, including but not limited to: the state legislature, trade organizations, community organizations, the business community, media, U.S. Department of Transportation, and local governments. This position is accountable for all administrative agency decisions that include analyzing and applying applicable state law and reviewing and upholding or overturning initial decisions of Administrative Law Judges in contested case hearings. The Director provides an annual report to the Governor, the State Auditor, and the Joint Legislative Audit and Review Committee on progress made to implement agency programs and on agencies not in compliance with statute.

The Director serves at the pleasure of the Governor and is a member of his small cabinet. The appointment requires Senate confirmation. The position is responsible for managing and providing executive leadership, overall direction, and strategic vision to the agency.

Qualifications

This role requires a proven, credible manager and unifying leader to bring change and innovation to the state and improve the performance of government. This job requires an energetic, visionary and effective leader. The ideal candidate will have knowledge and experience in the following areas:

- Substantive senior-level management experience in a dynamic environment with diverse customers, partners and stakeholders.
- Proven ability to inspire and coach all levels of staff to achieve their potential and perform well, and to set a progressive and supportive culture for the agency.
- Ability to serve as a role model for issues regarding ethical conduct and personal/professional standards.
- Interest in promoting opportunities for development and a commitment to building a diverse workforce.
- Strong understanding of and experience with state personnel laws and labor relations.
- Excellent facilitation, teambuilding and conflict resolutions skills to build consensus among diverse customers, partners and stakeholders.
- Demonstrated ability to analyze complex data and policy issues to problem solve and further the agency's mission.
- Excellent oral and written communication skills.
- Experience fostering successful working relationships with government officials, community leaders and organizations, business leaders, members of the legislature, and the media.
- Expertise and an understanding of all branches of government operation – executive, legislative and judicial. Commitment to a culture of organizational transparency.
- Demonstrated planning and communication skills to identify, articulate, educate and execute mid- and long-range goals objectives.

PROCESS

Interested applicants should submit the following:

- (1) A letter of interest, describing specific qualifications for the position.
- (2) A current resume, detailing experience, education, and current salary.
- (3) A list of at least three professional references with current telephone numbers.

Please send completed application packets by mail or email to:

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