



PORT HOUSTON™
THE INTERNATIONAL PORT OF TEXAS

Manager, Business Equity PORT HOUSTON JOB DESCRIPTION

Department: Business Equity
Reports To: Senior Director, Business Equity
FLSA Classification: Exempt
Grade: F

Position Summary:

Serves as a subject-matter expert on Small Business Enterprises (SBE), Historically Underutilized Businesses (HUB), Disadvantaged Business Enterprises (DBE), Minority and Women-owned Business Enterprises (MWBE); collectively, “MWBE”. Manages outreach programs, providing direction and input on program policies and procedures. Serves as the Port’s liaison to a variety of individuals and local, and state organizations regarding MWBE-related programs.

Key Responsibilities/Duties:

- Oversee MWBE component of Business Equity Program
- Develop strategic minority and women suppliers including Joint Venture, Mentor-Protégé’, Port University, Contract Bonding, and 2nd & 3rd Tier MWBE Participation Programs.
- Plan goal-oriented outreach initiatives in alignment with the 2020 Port of Houston Authority Disparity Study recommendations. Establish budgets, key milestones, and success measurements.
- Devise strategic methods and procedures to increase compliance and active supplier participation.
- Assess statistical data and other information related to the Business Equity program, such as bids, MWBE utilization, MWBE compliance and contractor capacity data to establish targeted outreach efforts for policy.
- Partner with community leaders to create trust and relationships that increase visibility and result in positive outcomes.
- Establish partnerships with other government agencies and colleges/universities and form inter-agency commonality with program goals.



Knowledge, Skills & Abilities:

This classification works with a high degree of independence and is expected to carry out the necessary day to day activities without direction, except as new or unusual circumstances require.

- Knowledge of leadership principles to help people towards clearly understanding and meeting the organizational vision, mission, and goals.
- Strong understanding of Disparity Study process and of the legal and procedural constraints of public sector contracting.
- Familiarity with the process and procedures that apply to MWBE contracting, as well as issues that typically arise in procurement of major construction contracts.
- Understand how Disparity Study guidance and regulations apply to the establishment of goals for fostering participation of small businesses in contracts and creation of subcontracting opportunities of a size that small and MWBE businesses can reasonably perform.
- Familiarity with MWBE and small business certification requirements
- Understanding of ratios/percentages and apply mathematical formulas as needed to perform required analysis
- Good understanding of the construction, consulting, and goods & services industry and its contracting methodologies.
- Must have strong business acumen.
- Must have demonstrated experience in executing programs or policies designed to support balanced community involvement within contracting.
- Must have excellent written and verbal communication skills, including ability to write clearly in a business setting, prepare reports, and speak in public.
- Must have strong interpersonal skills, including courteous, respectful demeanor, tact/diplomacy, and awareness of others, as well as commitment to building relationships and work with diverse internal and external groups.
- Must have sound business judgment.
- Must be able to build coalitions with relevant stakeholder and community organizations.
- Ability to adapt to changing diversity, inclusion and contracting climate, as needed, to balance workloads and achieve other department objectives through strong planning and organization.
- Ability to analyze and synthesize information in a concise manner and make recommendations on strategies to resolve policy, politically sensitive, and project specific issues.



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- Ability to maintain a professional demeanor when challenged or other uncomfortable situations.
- Ability to lead and mentor multiple staff. Must be able to lead change.

Education/Experience:

- Bachelor’s degree in Business Administration, Communication, Sociology, Public Administration, or related major in a public or accredited private academic institution required
- 3+ years related procurement experience required

Working Conditions:

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Heavy equipment environment (near moving vehicles)	X		
Construction site	X		
Confined space	X		
Warehouse environment	X		
Shop environment	X		
Emergency Response situation	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Extreme cold (below 32 degrees)	X		
Extreme heat (above 100 degrees)	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (85+ decibels)	X		

Physical Demands:

Light Work – Exerts up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to



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contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Edited By	Date
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