

Fort Worth Independent School District

Job Description

Title	Coordinator IV - Historically Underutilized Business Program (HUB)
Building/Campus	#402 Purchasing Department
Duty Days	240
Req #	10319 - 1
Pay Grade	S12
Salary: From	58,200.00
Salary: To	72,700.00
General Summary	This Historically Underutilized Business (HUB) Coordinator is responsible for planning, developing, and implementing strategies to address HUB procurement opportunities and related district policies and programs.
Job Duties	<ul style="list-style-type: none">· Act to promote business diversity and HUB participation with Fort Worth ISD in the procurement of service, materials and with major projects.· Assist in developing, monitoring, and evaluating the appropriate FWISD database system to accurately report HUB activity to appropriate FWISD personnel.· Organize community meetings to apprise prospective HUB vendors on procurement needs and processes used by Fort Worth ISD to meet these needs.· Serve as the FWISD representative with the North Central Texas Regional Certification Agency.· Represent Fort Worth ISD at scheduled "Job Fairs" to present procurement information and procedures for participation with the district.· Develop and maintain a departmental budget.· Remain abreast of technical, legislative, and professional trends and developments affecting HUB & M/WBE Programs.· Coordinate the planning and implement training sessions for district personnel, HUB vendors and contractors.· Attend buyer, departmental, pre-bid, pre-proposal and pre-construction meetings to explain program requirements and to respond to questions.· Recruit and maintain the participation of chambers of commerce and other community representatives in the business affairs of the district.· Adhere to federal, state, and local regulations related to minority and women. participation, bidding, purchasing processes, and construction procedures· Meet with school personnel to explain the HUB program.· Perform other job related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Bachelor's degree in Business Administration or related field from an accredited college or university.· Five years experience with HUB/MWBE or equivalent activities which includes one year in Procurement Operations.· Experience in business operations and technical contract assistance to minority/women owned businesses preferred.· Identifiable experience working with community organizations.· Knowledge of:<ul style="list-style-type: none">· pertinent Federal, State and local laws pertaining to MWBE activity.· sources of supply, general business conditions and specific commodity trends.· District policies and procedures as related to HUB program.· computer programs to generate reports in the use of Microsoft Windows, Microsoft Office Professional, and statistical software application.· investigative skills as required to research inquiries.· proper English usage, grammar, spelling, punctuation, and vocabulary.· interpersonal skills using tact, patience, and courtesy.· Demonstrated ability to:<ul style="list-style-type: none">· plan and problem solve.· coordinate multiple projects and assignments.· to work collaboratively with various divisions/departments.· of strong organizational skills to manage multiple requests.· to exercise discretion regarding matter of sensitive or confidential nature.

Application Requirements

- to initiate and compose correspondence and written independently.
- generate reports in either written, verbal, diagram or schedule form
- to identify and address needs.

Must complete an online application and attach a resume. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting in excess of 10 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Sixty percent indoors, in controlled environment, 40% outdoors, exposed to elements of weather.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.