



FRANKLIN COUNTY
Board of Commissioners
373 S. High St, 26th Floor
Columbus, OH 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Small and Emerging Business Coordinator **PCN:** 011203
(Non-Bargaining)

REPORTS TO: Deputy County Administrator **P. R.:** N16

RESPONSIBILITIES: Develop and maintain Franklin County’s outreach, training and development of Minority, Female, Disadvantaged and Small Emerging Business (SEB) Enterprises and to advocate other Commissioner agencies and elected officials about the merits of doing business with Small and Emerging Businesses.

Find and utilize various methods to source, identify, and contact SEBs that can supply goods and services to the County. Attend all pre-bid conferences to answer any questions and/or identify issues the SEBs may have. Participate in applicable bid and RFP evaluation process.

Meet with SEB companies about the opportunities the County has available. Work with each Commissioner agency to identify SEB contracting opportunities to include Green purchasing and eco-friendly purchasing. Coordinate and conduct training sessions to explain the County’s purchasing policies and procedures.

MINIMUM QUALIFICATION: Bachelor’s degree in business, public administration or related field or equivalent of four (4) years of purchasing, procurement, contracting, economic development, small & emerging business, MBE, WBE-owned business, public or business administration or related experience. A valid Driver’s license is required.

STARTING SALARY: \$54,204.80 - \$65,041.60, plus a comprehensive Benefits Package.
180 Day Probationary Period

DATE POSTED: Monday, February 6, 2017

DEADLINE TO APPLY: Friday, February 17, 2017

If interested, please go to <http://Commissioners.franklincountyohio.gov/hr/> and apply on-line.

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