



## JOB DESCRIPTION

<b>Position:</b>	Certification Specialist
<b>Direct Supervisor:</b>	Director of MBE Services
<b>Salary Range:</b>	\$27,000 - \$35,000/annually
<b>Job Purpose:</b>	Processing of all new certification, recertification applications and compliance reviews under the direction of the Director of MBE Services. The position's direct reporting relationship is to the Director of MBE Services, however, overall accountability lies with the President.

### Job Responsibilities:

#### Job description may include but not limited to:

- ❖ Review, process and prepare all certification/recertification/compliance review applications for review by the Director of MBE Services and the Certification Committee;
- ❖ Maintain the online database with the status of each application;
- ❖ Scan and bookmark applications into the HMSDC internal drive;
- ❖ Request information to aid in the certification review process from the City of Houston;
- ❖ Coordinate, manage and present pre and post certification workshops
- ❖ Create Certification Agenda for monthly meetings;
- ❖ Assist the Director of MBE Services with the HMSDC Certification and City of Houston portals;
- ❖ Prepare letters for non-responsive applicants and MBE firm compliance reviews;
- ❖ Assist with answering questions about the certification process;
- ❖ Meet with applicants regarding questions about certification;
- ❖ Schedule on-site visits;
- ❖ Conduct phone site visits for City of Houston files and home based businesses;
- ❖ Assist with the preparation and execution of HMSDC events (many include events before and after standard work hours);
- ❖ Maintain potential MBE database;
- ❖ Maintain membership call list;
- ❖ Conduct reference calls for certification applications;
- ❖ Conduct the Out-of-Business and retention checklist;



## General:

- ❖ Fourth in succession for telephone coverage;
- ❖ Assist in office administrative functions including receiving visitors and assisting them by phone, filing, mailing, copying, faxing, etc.
- ❖ Maintain a pleasant, professional demeanor and appearance at all times.
- ❖ Support HMSDC team of staff, volunteers, Board members and MBE members whenever possible;
- ❖ Comply with the provisions of the HMSDC Employee Handbook;
- ❖ Other duties as assigned by the President.

## Qualifications:

- ❖ Bachelor's degree preferred; Minimum of five (5) years certification/non-profit experience preferred, but not required;
- ❖ Strong interpersonal, motivational, communication and presentation skills;
- ❖ Maintain a high degree of confidentiality;
- ❖ Ability to travel as required, within HMSDC service territory;
- ❖ Superior critical thinking skills;
- ❖ Detail/process oriented, with strong organizational, time and project management skills;
- ❖ Motivated self-starter with the ability to take initiative and perform well with minimal supervision;
- ❖ Work well and meet deadlines;
- ❖ Demonstrate mastery of Microsoft Office products (Outlook, Excel, PowerPoint and Word);
- ❖ Ability to lift 50 pounds.

## Position Overview:

Certification is a critical function of the Houston Minority Supplier Development Council. It is the method used to determine 51% ownership, management and control of minority-owned firms within our service territory area. A successful Certification Specialist will be able to manage time sensitive matters with multiple priorities. The ability to think critically, respond helpfully and professionally while maintaining the integrity of the certification process is a necessity of the position. The Certification Specialist has to communicate issues of concern, process improvements and provide feedback that will maintain the Council's position as a Center of Excellence for this certification process. The Certification Specialist works closely with the Director of MBE Services by processing certification applications in a timely and orderly manner. The ability to follow a detailed process is essential to this position.

## Benefits:

- ❖ Medical, dental and vision insurance coverage after 90 day probationary period
- ❖ 403 (B) retirement account
- ❖ 3% HMSDC contribution to 403(B) retirement account
- ❖ Employee matching contribution to 403 (B) retirement account up to an additional 1.5%
- ❖ Vacation and sick leave for all full-time employees
- ❖ Paid holidays