Position: Executive Director, Florida Office of Supplier Diversity

Organization: Florida Department of Management Services, State of Florida
http://www.dms.myflorida.com

Location: Tallahassee, Florida

With its canopied roads shaded by moss-draped oaks, temperate climate and nationally renowned park system, Tallahassee is truly a gem within Florida – a state that has created more than 800,000 jobs in a little more than four years and offers its workers an excellent quality of life with no state income tax. The Capital City shares a deep-rooted history and culture with ample doses of fun and authenticity. Tallahassee is home to two major research universities, a community college, the epicenter of state government, hundreds of industry association headquarters and multiple private-sector interests. It is in close proximity to the crystal clear waters of Destin and Mexico Beach, the old-Florida charm of St. George Island, the Nature Coast, and the hospitality of several quaint South Georgia towns. The city boasts several public A-rated elementary, middle and high schools that consistently exceed the highest of state and national standards, in addition to various private school options for families. Two regional hospitals offer services to more than a half million people in the metropolitan area and include satellite emergency rooms, urgent care centers and outpatient clinics conveniently located in every corner of the city. Tallahassee residents are treated to a three-time College Football National Championship team in their own backyard and the city routinely hosts major concerts and entertainment events at various venues, including the Leon County Civic Center, Ruby Diamond Theater and Cascades Park. Explore upcoming events and activities in Tallahassee: http://www.visittallahassee.com/ and http://www.tallahasseedowntown.com/

Position Summary:
The Florida Department of Management Services is seeking an experienced business or government professional to serve as Executive Director/Vendor Relations Manager of the Office of Supplier Diversity located within the Department of Management Services. The Executive Director is responsible for managing all activities of the office including the development and launch of marketing and public relations activities, educational outreach and training, certification of minority business enterprises, compliance and reporting related to the utilization of minority business enterprises and coordination with key interest groups that share in the mission of the Office of Supplier Diversity. The Executive Director is also responsible for managing the office’s daily activities and overall strategic direction.
A successful Executive Director will be:

- Experienced in the conceptualization, development and launch of effective marketing and educational materials;
- Energized by the challenge of helping Florida’s small and minority business owners (women, veterans and minorities) compete fairly and effectively in Florida’s fast-paced and competitive public procurement process;
- Passionate about process improvement with a natural ability to reduce complex systems and practices into simplified, easy to understand, meaningful processes that achieve desired outcomes;
- Inspired by the challenge of modernizing government services whether that be through strategic planning, process improvement or the adoption of technology;
- Experienced in the arenas of marketing, public relations, education and training, and passionate about helping others grow in their understanding of these fields;
- An effective leader of people and process;
- Well versed in government budget cycles and the unique budgetary limitations associated with government;
- Naturally wired to build and maintain positive customer relationships; and
- Adept at balancing a variety of diverse functions simultaneously.

Organization Background:

Though Florida boasts the third largest population in the country, our state workforce comparatively ranks among the smallest in the nation on a per capita basis. This ratio of residents to state employees reflects the ideals of our statewide leaders, who prize efficiency and productivity among our state workforce, and encourage timely, creative and cost-effective resolutions to the issues impacting the taxpayers of our state. Though Florida is richly diverse in both population and landscape, residents across our state do share some universally accepted principles: Floridians expect transparency from their governmental entities and accountability of their elected and appointed officials.

**The Department of Management Services (DMS)** is a customer-oriented agency responsible for managing various business-related functions throughout state government. Under the direction of Florida Governor Rick Scott and the executive leadership team at DMS, the agency oversees the real estate, procurement, human resources, group insurance, retirement, telecommunications, private prisons, and fleet and federal property assistance programs utilized throughout Florida state government. The Department of Management Services is relied upon to establish, maintain and improve the business processes used by state employees in doing their jobs to serve our Floridians. Department of Management Services staff facilitates the delivery of these programs and services and provides tools and training to bolster the efficiency and effectiveness of the state’s workforce. It is amidst this backdrop that the Florida Department of Management Services strives to achieve its motto, “We serve those who serve Florida.”
Organization Culture:
Florida’s state employee workforce is known for its professionalism, transparency, adaptability and focus on customer service. It is the expectation of department leadership that these tenets hold true within the Office of Supplier Diversity as well.

Position Responsibilities:
Specific responsibilities of the Executive Director will include, but not be limited to, the following:

- Define strategic goals and objectives of the Office of Supplier Diversity and align staff work to accomplish these goals;
- Provide operational, fiscal and customer service direction to Office of Supplier Diversity staff ensuring proper execution of office duties and the timely and responsive resolution of customer issues;
- Establish and maintain internal policies and procedures related to core office functions including, but not limited to: marketing and education; certification; compliance; reporting; vendor relations and stakeholder relations;
- Establish internal controls to ensure the effective administration of office policies and procedures;
- Plan and direct the development of office programs, services and activities;
- Plan and direct the development of all marketing and educational materials designed to keep the public informed of office programs, services, activities and accomplishments;
- Foster coordination and communication among statewide Minority Business Enterprise programs and the Office of Supplier Diversity;
- Counsel Office of Supplier Diversity staff in effective ways of communicating with the public and key stakeholder groups;
- Serve as the official spokesperson for the Office of Supplier Diversity;
- Research and establish best practices designed to promote the use of minority businesses by state agencies and their professional procurement staff;
- Attract, hire, develop and manage effective, high-performing team. Facilitate continuous training and development of staff;
- Develop and track key unit performance indicators and benchmarks for the effective measurement of office performance as a whole;
- Develop individual performance standards and evaluate employee work in accordance with established standards;
- Administer Strategic Partnership Agreements established by the Office of Supplier Diversity;
- Negotiate and execute contracts and agreements on behalf of the Office of Supplier Diversity;
- Manage rule promulgation on behalf of the Office of Supplier Diversity; and
- Review and analyze legislation and public policy recommendations related to the Office of Supplier Diversity.
Candidate Profile Experience:
The Executive Director should possess the following qualifications:

- Experience developing marketing and educational materials designed to effectively communicate government service offerings and activities;
- Experience balancing the varying needs of different stakeholder groups;
- Demonstrated success in staff team building, including the assessment and development of staff abilities, designing and implementing staff development goals, and the alignment of individual goals with those of the office;
- Experience establishing organizational goals and performance metrics aligned to those goals;
- Expertise in budget planning, financial management, and resource management;
- Experience managing vendor relationships and holding vendors accountable;
- Knowledge of Florida’s public procurement process;
- Ability to cultivate an environment of personal and organizational integrity;
- Ability to set and communicate goals, establish metrics, measure accomplishments, give appropriate feedback and hold people accountable; and

Education:
An undergraduate degree is required, preferably in marketing, public administration, or business

Recruiting Contact:
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