

**Executive Director
Division of Service-Disabled Veterans' Business
Development
New York State Office of General Services
Albany, New York**



“New York is not about the buildings, it’s not about the land – what makes New York so special is the people...At the end of the day, we are one. We are upstate, we are downstate, but we are one. That is E Pluribus Unum, out of many: one. It’s the founding premise, the enduring promise. It’s the promise that we inherited from our parents, and the promise of New York that we’re going to pass on to our children. The promise, my friends, that we are going to make a reality in this great state working together.”

Andrew M. Cuomo - Governor, State of the State 2014

Rewarding careers in Public Service start here. New York State employees serve more than 19 million state residents through a wide variety of occupations. New York State offers a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies. As an employee of the State of New York, you join a team of dedicated individuals who work to serve the people of our State.

New York is energized by a new strength and New York is building on success – be part of this bright future!

Job summary:

The Director of Service-Disabled Veterans' Business Development is responsible for the development and implementation of a comprehensive statewide operational plan to promote service-disabled, veteran-owned business enterprises and to assist them in obtaining opportunities to participate in the procurement of goods and services by the state. This includes, but is not limited to, the identification of barriers to service-disabled veterans' business development as well as the investigation and evaluation of the impact on achieving the objectives of the Service-Disabled Veteran-Owned Business Act.

The Director will be responsible for providing expert and inspiring leadership for a new enterprise organization charged with, but not limited to, the following:

- Providing measures and procedures to ensure that certified service-disabled, veteran-owned business enterprises are afforded the opportunity for meaningful participation in the performance of state contracts.
- Developing a directory of certified service-disabled, veteran-owned business enterprises sufficiently organized to facilitate state agency use in their efforts to promote the utilization and meaningful participation of service-disabled, veteran-owned business enterprises in state contracting.
- Developing the guidelines and processes related to the submission, receipt, and evaluation of applications by service-disabled, veteran-owned business enterprises and the certification and decertification of service-disabled, veteran-owned business enterprises for all state agencies through a single, centralized process.

- Providing consulting assistance to state agencies with the identification of those state contracts for which service-disabled, veteran-owned business enterprises may best be utilized.
- Ensuring that contract goals developed are practical, feasible and appropriate for the purpose of increasing the utilization of service-disabled, veteran-owned business enterprise participation to achieve the goals and objectives outlined by the Service-Disabled Veteran-Owned Business Act.
- Developing mechanisms designed to monitor and ensure compliance with the requirements of the Act including, but not limited to, the submission of agency reports with respect to service-disabled, veteran-owned business enterprise program activity, i.e., utilization reporting and state contract monitoring and compliance.

Desired skills & experience:

- 10 years relevant experience with facilitating small business development; economic development; or business finance issues.
- Bachelor's degree in business administration, public administration, economics or a related field minimum; Master's degree desirable.
- Well-organized, mission-focused leader who exhibits in their body of work a commitment to integrity and results-based performance.
- Comfortable working in a rapidly changing, fast-paced environment; leading and proactively managing work streams.
- Demonstrate strong skill sets in the following areas: leadership, project management, negotiation, analytics, critical thinking, and crisp verbal and written communication skills.
- Military veteran status desirable.

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits

TO APPLY, please send resume and cover letter no later than May 23, 2014 to:

Daniel J. Cunningham
 Associate Commissioner
 NYS Office of General Services
 Center for Recruitment and Public Service
 41st Floor, Corning Tower Building
 Nelson A. Rockefeller Empire State Plaza
 Albany, NY 12242

Or via email, with Executive Director, Division of Service-Disabled Veterans' Business Development in the Subject line, at:

RecruitmentandPublicService@ogs.ny.gov

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