

Posting Period
February 26 – March 12, 2013

DBE Generalist

Summary of Duties

Reporting directly to the Director, Business Diversity and Civil Rights, responsible for certification, compliance and outreach activities. Reviews and evaluates Personal Net Worth (PNW) statements. Verifies individual and corporate tax returns, reviews stocks and bonds, calculates tax liability of owners retirement account and validates S-corporations and LLC. Handles the certification application process to ensure applicants comply with the Department of Transportation criteria. Performs periodic North American Industry Classification System (NAICS) audits to ensure appropriate gross receipt amounts. Provides technical assistance and training to aid small businesses in their efforts to do business with Metra. Investigates possible instances of contractor non-compliance. Makes recommendations and resolves complaints by DBE firms and the public. Participates in vendor outreach activities. Manages the storage and retention of OBDCR documents for certification and compliance. Responsible for the day-to-day certification administrative duties. Performs all other duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

- Must possess a Bachelor's degree in Business Administration, Public Administration or related discipline OR in lieu of degree, any combination of DBE administration, contract administration, or related experience and education that equal four (4) years.
- In addition to # 1, must have four (4) years of experience in DBE certification, contract administration, EEO, affirmative action monitoring and/or compliance regulation.
- Must have knowledge of FTA, DOT, state and local procedures and guidelines related to DBE.
- Must possess strong organizational skills and be able to manage multiple complex tasks.
- Must be proficient in Microsoft Office Suite with emphasis in Word, Excel, and Outlook.
- Must have excellent oral and written communication skills.
- Must be able to work with sensitive information while maintaining strict confidentiality.
- Must have strong interpersonal skills in dealing with external groups and/or organizations.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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