



## FULL TIME POSITION:

### Senior Data Analyst, Analysis and Operations Division of Economic and Financial Opportunity

---

#### **Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

---

#### **Job Description:**

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City Business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

The goals for the division are to increase and retain the number of certified M/WBE companies; increase the number of M/WBEs winning government contacts, and increase their overall participation in private and public sector contracting. SBS is seeking a **Senior Data Analyst** reporting to Executive Director of Analysis and Operations to manage M/WBE compliance and performance reporting and implement data-driven strategy for matching certified companies with contract opportunities.

#### **Specific Responsibilities:**

- **Data Management:** Oversee transfer and upload business and contract data to and from external sources. Continuously work to identify new sources of data and facilitate automated integration and maintenance of data sources. Coordinate with the SBS Technology team, Mayor's Office of Contract Services, Financial Information Services Agency and other stakeholders as necessary.
- **Contract Data and Utilization Analysis:** Analyze and report on city procurement trends and M/WBE utilization. Oversee research and analysis to support M/WBE CompStat meetings.
- **Vendor Availability and Capacity Analysis:** Assess M/WBE vendors and their capacity to perform on city contracts. Generate analysis and tools to support M/WBE goal setting for individual contracts and areas of procurement. Identify service needs of certified M/WBEs and advise program staff on program design and service delivery.
- **Performance and Compliance Reporting:** Manage development of internal executive reports, and performance and compliance reports to the City Council and City Hall.

#### **Preferred Skills:**

- At least three years of satisfactory professional experience in public administration, procurement and/or small business assistance;
- The ideal candidates should possess strong quantitative analysis skills and attention to detail;
- Proven intermediate skills in MS Excel (e.g. pivot tables, VLOOKUP function, descriptive statistics) are a must;
- Proficiency in MS Access (creating queries) and experience with standard statistical software packages are desirable;

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



- Familiarity with New York City's procurement process is a plus;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Outstanding writing, presentation, and communications skills;
- Foreign language skills are a plus.

### **Qualifications:**

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or
  2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above; or
- 

### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:

**Senior Data Analyst** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

### **ALSO:**

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by searching Job Title **Senior Data Analyst**
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on recruiting Activities > Careers, and search for the specific Job title **Senior Data Analyst**

**Salary range for this position is:** \$55,000 - \$62,000

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment (does not apply to all positions)**

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services

Human Resources Unit

110 William Street

New York, New York 10038