

Exhibit B
MBE Division Manager

EXAMPLE OF WORK PERFORMED:

This position is also the MWBE Division Manager for the City of Orlando and performs all related functions, including but not limited to:

- Provides oversight, maintains, and administers the City's Minority and Women's Business Enterprise Program and Division;
- Facilitates and manages the City's MWBE Certification Board in accordance with Chapter 57 of the City Code and when appropriate, facilitates the Chapter 57 Appeals Board in accordance with City Code;
- Works closely with and assists the City's Procurement and Contracts Division on the expenditure of City funds and related compliance to maximize MWBE participation as appropriate;
- Interacts with and represents the City with various agencies, entities, and related organizations to promote and market the City MWBE program;
- Promotes community outreach and intergovernmental coordination for the MWBE program and related activities;
- Works with applicants who are seeking City MWBE certification and manages the certification process;
- Maintains appropriate records substantiating MWBE participation and activity for City projects, including expenditures. Performs site visits and audits to substantiate MWBE participation;
- Serves on committees and performs projects as assigned; and
- Performs other duties as requested.