

JOB DESCRIPTION

Job Title: Manager II (Various)
Working Title: Disadvantaged Business Enterprise (DBE) Liaison Officer
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Disadvantaged Business Enterprise (DBE) Liaison Officer, will lead, plan, direct, and manage the activities and operations of Business Development initiatives and programs for the Authority. These initiatives are primarily the Small Business Enterprise (SBE), Mentor/Protégé, Labor Compliance, and Disadvantaged Business Enterprise (DBE) programs.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receive general oversight from the Chief Financial Officer and the CEO.
- Responsible for supervising and monitoring performance of consultants assigned to perform staff augmentation duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Manage, administer, monitor, and evaluate the DBE, SBE, Labor Compliance, and Mentor/Protégé programs to ensure that they are consistent with federal, state, and local regulations.
- Serve as a subject matter expert on Metrolink's business development programs and provide consultation and analyses/recommendations on related issues.
- Initiate and manage the development and on-going monitoring of Metrolink's Mentor/Protégé Program.
- Provide oversight and monitoring of contractors/consultants assigned to provide technical assistance and support to business development programs, projects, initiatives, and activities with an emphasis on Metrolink's DBE, SBE and Labor Compliance programs.
- Collaborate with Metrolink staff, consultants, contractors, and representatives of other agencies to identify program compliance needs and develop solutions.
- Serve as Metrolink's resource for business development initiatives with firms, employees, transportation-related organizations, and various community and business groups; prepares and presents oral and written reports, correspondence, and statistical analyses.
- Participate in bid and procurement processes, including reviewing contract specifications to identify potential contracting opportunities for DBEs and small businesses.
- Partner with the Contracts and Procurement to develop and maintain a directory of certified DBEs and small businesses.



- Develop, administer, evaluate, and communicate program policies and procedures.
- Develop and manage outreach programs in support of Metrolink’s business development initiatives.
- Perform program responsibilities, including work planning, budgeting, monitoring expenditures, and responding to program responsibilities.
- Oversee project management activities including, but not limited to, task identification, work effort estimates, work schedules and tracking.
- Conduct research, formulate recommendations, and prepare reports for presentation to Board of Directors, management, committees, and outside agencies.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in a related field.
- A minimum of six (6) years of experience in procurement, contract compliance, contract management, regulatory compliance, or program administration, including experience in planning, organizing, and administering small business development programs.
- A minimum of four (4) years of program management or supervisory experience in the Disadvantaged Business Enterprise (DBE) area at the federal or state level, or as a recipient of federal funds having a DBE program.
- A combination of training, education and/or experience that provides the required knowledge, skills and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Experience conducting strategic small business outreach.
- Experience managing a team, setting goals, and giving presentations.
- Experience participating in public agency procurement and contracting processes.
- Six Sigma trained or certified.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of federal, state, and local legislation and requirements relating to government procurement processes and civil rights programs.
- DBE program development, reporting and goal setting methodologies for all programs.
- Basic principles and practices of DBE programs.
- Principles and practices of financial and statistical analysis as it relates to public transportation.
- Basic methods and techniques used in conducting research and analyzing data.
- Basic investigative techniques and complaint resolution.
- Pertinent federal, state, and local laws, codes and regulations related to public transportation.
- Modern office procedures, methods, and computer equipment.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.



- Microsoft applications (Word, Excel, Outlook, PowerPoint, Teams).

Skilled In:

- Using ERP system (e.g., Oracle) applications, tools, and integrations.
- Using database tools (e.g., SQL, PL/SQL).
- Using diversity reporting systems or tools.

Ability to:

- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Prepare clear and concise administrative and financial reports.
- Plan, organize, prioritize, coordinate, multi-task, meet deadlines and give attention to detail.
- Establish and maintain effective working relationships.
- Collaborate with internal and external customers and agencies to attain goals and objectives.
- Model appropriate, professional conduct and maintain appropriate confidentiality of sensitive information.
- Operate modern office equipment including computers and office automation software.
- Analyze and solve problems.
- Manage and organize time and materials.

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: November 2025



