

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Contract Analyst (2 positions)
Salary:	\$55,000 - \$65,000
Bureau/Division:	Bureau of Contract Administration
Period:	April 28, 2014 – May 16, 2014

JOB DESCRIPTION

The Comptroller's Bureau of Contract Administration (BCA) In accordance with the NYC Charter, the Comptroller, through the BCA, is responsible for reviewing all contract actions including, but not limited to, contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular actions should be registered. The CPR/IT division provides a secondary level of review for contracts flagged as requiring additional examination within BCA. Upon request, analysts within the CPR/IT Division review contracts in OASIS and provide quick assistance and insight in order to determine whether or not a particular contract action should be registered. The BCA seeks a Contract Analyst to work within its Contract Priority Review (CPR)/Information Technology (IT) Division.

Under the direction of the CPR/IT Division Chief, responsibilities of the Contract Analyst include, but are not limited to, the following:

- Evaluating, reviewing and analyzing a high volume of complex and diverse City contracts and contracting procedures and activities to determine compliance with City, State and Federal procurement rules, statutes and laws;
- Reviewing contractors and contracts to determine whether there is sufficient reason to believe that there is possible corruption in the letting of the contract or that the proposed contractor is involved in corrupt activity;
- Assisting in formulating research plans as well as recommending and implementing approved risk mitigation strategies for fraud or mismanagement within the City's contract process;
- Developing and maintaining contacts and soliciting information from relevant sources of contract information;
- Consulting with City agencies, vendors, other relevant jurisdictions to modify existing and develop new policies and protocols for contracting and oversight;
- Performing special projects and analyses as assigned, and representing the BCA at interagency meetings and preparing relevant reports;
- Drafting letters, analytical reports and memoranda with respect to the above duties; and
- Performing special projects and analyses, as assigned, representing the BCA at interagency meetings and preparing relevant reports.

MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree from an accredited college and two (2) or more years of full-time professional experience in purchasing, procurement, contract administration, compliance review, research or another closely related field.

Note: Possession of an acceptable professional procurement certification may be substituted for up to one (1) year of the experience described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with the City's contracting rules and statutes, the Procurement Policy Board, as well as general government and regulatory compliance operations, including legal, regulatory, and financial requirements.
 - Familiarity with the City's IT systems and databases, including procurement systems such as OAISIS, FMS, APT, and VENDEX.
 - Demonstrated experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures.
 - Ability to interact with all levels of management. Understanding of record retention, document organizational systems and data management.
 - Familiarity with federal grant roles and processing requirements, including those related to funding provided by the US Department of Housing and Urban Development.
 - Excellent analytical, interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency).
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TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: April 28, 2014	POST UNTIL: May 16, 2014	JVN: 015-014-016
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The NYC Comptroller's Office is an Equal Opportunity Employer