

**Only Candidates currently serving permanently in the Procurement Analyst title or reachable on the current Procurement Analyst list are eligible to apply for this position.**

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Contract Analyst (Contractor &amp; Procurement Review)</b>
<b>Salary:</b>	<b>\$55,000 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Contract Administration</b>
<b>Period:</b>	<b>December 18, 2014 – January 18, 2015</b>

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### **JOB DESCRIPTION**

The Comptroller's Bureau of Contract Administration (BCA), in accordance with the NYC Charter, 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 Contractor and Procurement Review (CPR) Division is responsible for reviewing complex contract actions submitted by City agencies for registration. In addition, analysts within the CPR Division provide a heightened level of review of certain contract actions identified by executive staff, briefing memoranda on such contracts, and provide registration related assistance and advice to the Executive Director and Deputy Comptroller, as needed.

Under the direction of the CPR 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;
- Drafting letters, analytical reports and memoranda with respect to the above duties; performing special projects and analyses as assigned, and representing the BCA at interagency meetings and preparing relevant reports;

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## MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree from an accredited college and three (3) or more years of professional experience in purchasing, procurement, contract administration, compliance review, research or another closely related field, **or**
- An associate degree or completion of 60 semester credits from an accredited college, and five (5) or more years of satisfactory full-time experience as described above;

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

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## 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 OASIS, 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.
  - 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](http://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.

<b>POSTING DATE:</b> December 18, 2014	<b>POST UNTIL:</b> January 18, 2015	<b>JVN:</b> 015/015/028
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**The NYC Comptroller's Office is an Equal Opportunity Employer**