

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief - Contract and Procurement Review
Salary:	\$85,000 - \$115,000
Bureau/Division:	Bureau of Contract Administration
Period:	March 18, 2015 – Until Filled

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 provides a secondary level of review for contracts flagged as requiring additional examination within BCA. The CPR Division also undertakes full reviews of complex contracts. Analysts within the CPR Division review contracts and provide assistance and insight to the Executive Director and Deputy Comptroller in order to determine whether or not a particular contract action should be registered. The BCA seeks a Division Chief to manage its CPR Division.

Under the direction of the Executive Director, with latitude for independent judgment, responsibilities of the CPR Division Chief include, but are not limited to the following:

- Managing CPR staff to ensure the timely review of contract actions;
- Supervising data entry and computer operation functions to resolve issues concerning data collection and data integrity;
- Evaluating, reviewing and analyzing City contracts and contracting procedures to determine compliance with City, State and Federal procurement rules, statutes, laws and directives;
- Reviewing contractors and contracts to determine if there is sufficient reason to believe that there is possible corruption in the letting of assigned contracts or that the proposed contracts are involved in corrupt activity;
- Formulating research plan, as well as recommending and implementing approved strategies for fraud prevention and mismanagement within the City's procurement process;
- Reviewing work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines;
- Developing and maintaining sources of contract information; drafting letters, reports and memoranda with respect to the above duties; and
- Performing other related assignments, as required.

MINIMUM QUALIFICATIONS REQUIREMENTS

1. A graduate degree from an accredited college with major studies in law, business or public administration, finance, management, or a closely related field, and two (2) or more years of progressively responsible full-time professional experience in one or a combination of the following: purchasing, procurement of goods and services; contract administration; contract negotiation or management; program evaluation; or in a closely related field. Eighteen (18) months of this experience must have been in a managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**
2. BS/BA degree from an accredited college and four (4) or more years of professional work experience in the areas described in (1) above.

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

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Excellent grasp of City policies, procedures and agencies, including contract administration, negotiation and purchasing requirements.
- Supervisory or project management experience.
- Working knowledge of data sources and technologies including familiarity with FMS, Crystal Reporting, VENDEX and OASIS.
- Excellent interpersonal, communication, and organizational skills (including Microsoft Office Suite proficiency).

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: March 18, 2015	POST UNTIL: Until Filled	JVN: 015/015/048
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The NYC Comptroller's Office is an Equal Opportunity Employer