

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	IT Contract Analyst
Salary:	\$55,000 - \$65,000
Bureau/Division:	Bureau of Contract Administration
Period:	March 31, 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 Information Technology (IT) Research and Contracts Division undertakes full reviews of complex IT contracts and provides a secondary level of review of IT contracts flagged as requiring additional examination within BCA. Analysts within the IT & Research Division conduct research, generate reports and effectively execute Bureau initiatives as well as participate in cross-bureau projects, as requested by the Executive Director and Deputy Comptroller. BCA seeks a Contract Analyst for its IT Research and Contracts Division.

Under the direction of the Director of IT Research and Contracts, responsibilities of IT Contract Analyst include, but are not limited to:

- Evaluating, reviewing and analyzing a high volume of complex IT contracts and contracting procedures and activities to determine compliance with established City, State and Federal procurement rules, guidelines, statutes, laws and Comptroller Directives;
- Review the performance history and business integrity of City contractors (including IT contractors) and report potential corruption accordingly; determine whether there have been any potential corruption in the letting of contracts 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 prevention or mismanagement within the City's IT contract process;
- Developing and maintaining contacts from relevant sources of contract information on problems relating to the review of the procurement of IT goods, services, etc.;
- Consulting with City agencies, vendors, other relevant jurisdictions to improve existing policies 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 BCA at interagency meetings.
- Perform other related assignments as requested.

MINIMUM QUALIFICATION REQUIREMENTS

- A BA/BS degree from an accredited college in information technology, computer science, business or public administration or a closely related area, and four (4) or more years of progressively responsible professional experience in the field of information technology (IT) contracting and research, purchasing, procurement, contract administration or a closely related field, in a large or a complex organization; at least eighteen (18) months of this experience must have been in an administrative, executive, or supervisory capacity; **or**,
- Master's degree in a similar or closely related field mentioned above and two (2) or more years of satisfactory 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.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in IT procurement/contract administration and/or handling complex IT contract reviews is preferred;
- Excellent grasp of City policies, procedures and agencies, including contract administration, negotiation and purchasing requirements;
- Comfort working with a variety of data sources and technologies including familiarity with FMS, Crystal Reporting, VENDEX, and OAISIS;
- Ability to work effectively in a fast-paced environment while managing multiple priorities;
- 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 31, 2015	POST UNTIL: Until Filled	JVN: 015/015/057
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The NYC Comptroller's Office is an Equal Opportunity Employer