

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Contract Analyst – CPR (2 positions)
Salary:	\$50,000 - \$65,000
Bureau/Division:	Bureau of Contract Administration
Period:	September 4, 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, new contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular action should be registered. The Contractor and Procurement Review (CPR) Division is responsible for reviewing complex non-construction contract actions submitted by City agencies for registration, including a heightened level of review of certain transactions identified by executive staff. In addition, CPR Contract Analysts draft and present briefing memoranda on identified contracts as well as provide registration-related assistance and advice to the Executive Director and Deputy Comptroller.

Under the direction of the CPR Division Chief, responsibilities of the CPR 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 to determine compliance with established City, State and Federal procurement rules, guidelines, statutes, laws and directives;
- Reviewing contractor responsibility decisions and performance to determine whether there is sufficient reason to believe possible corruption exists in the letting of a 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 to prevent fraud or mismanagement within the City's contract process;
- Developing and maintaining contract information on issues relating to procurement review;
- Consulting with City agencies, vendors and other relevant authorities to improve existing, and develop new, policies and protocols for contracting and oversight;
- Drafting letters, analytical reports and memoranda with respect to the above-referenced duties; performing special projects and analyses as assigned; representing BCA at interagency meetings.
- Performing other related duties, special projects and analyses as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and two (2) or more years of professional experience in purchasing, contract administration, procurement of goods and services, contract negotiation/management; or a closely related field; **or**
 2. A combination of education and/or experience equivalent to "1" 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 OAISIS, FMS, APT and VENDEX.
 - Demonstrated experience preparing clear, concise and accurate analytical reports, including the provision of recommendations for the review, creation and modification of policies and procedures.
 - 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: September 4, 2015	POST UNTIL: Until filled	JVN: 015/016/009
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The NYC Comptroller's Office is an Equal Opportunity Employer