

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director – IT Research and Contracts
Salary:	\$85,000 - \$105,000
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 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 Director to manage its IT Research & Contracts Division.

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

- Providing subordinate staff with guidance for information technology contract evaluation and review as well as analyze agencies' IT contracting procedures and activities to determine compliance with applicable City, State and Federal procurement rules, statues, laws and Comptroller Directives;
- Review the performance history and business integrity of City contractors (including contractors providing IT services) 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.
- Research and analyze contract procurement history and prepare response to requests from internal and external sources for information on IT procurements and vendors. Track and analyze small contract vendor/follow-up with outside agencies;
- Planning and directing the activities, deliverables, and action items of multiple projects within the division; communicating with users and other stakeholders to specify objectives for the proper planning, implementation and development of new systems;
- Liaise with the City's Financial Information Services Agency (FISA) and the Comptroller's Bureau of Information services (BIS) to ensure the automation and functionality of the BCA's contract tracking systems including management and maintaining tracking control reports in OASIS and the City's Financial Management Systems (FMS2 and FMS3);
- Develop training programs, guidelines and monitoring procedures for post-registered contracts (including IT Contracts); formulate research plans, recommend and implement approved strategies for discovery and prevention of waste, fraud or mismanagement within the City's IT contract process;

- Draft and review contract reports generated by subordinate staff as well as provide memoranda summarizing issues for the Executive Director and Deputy Comptroller.
- 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 five (5) or more years of progressively responsible professional experience in the field of information technology (IT) contracting and research, procurement, IT project management, data analysis 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 three (3) 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 the field of 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;
- Pro-active planner with an ability to work independently in a fast-paced environment while managing multiple priorities and looking ahead to manage deliverables;
- 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: 015/015/056
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The NYC Comptroller's Office is an Equal Opportunity Employer