

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Bureau Staff Attorney
Salary:	\$65,000 - \$75,000
Bureau/Division:	Contract Administration
Period:	March 2, 2016 – 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 actions should be registered. BCA is currently seeking an enthusiastic, highly organized and ambitious individual for the Bureau Staff Attorney position to perform difficult and complex contract related work having significant procedural and policy implications. The Staff Attorney will report to the Executive Director and will work on a variety of tasks and projects within BCA, including contract review, as well as initiatives that span across bureaus.

The position requires the ability to quickly and efficiently analyze contract administration issues as well as assist in developing solutions and making recommendations, as directed by the Executive Director or Deputy Comptroller. The attorney will perform legal research, draft memoranda, and provide legal advice to the Executive Director and Deputy Comptroller within tight deadlines in order to assist in the effective execution of BCA or cross-bureau initiatives. Additional responsibilities of the Staff Attorney include, but are not limited to:

- Conducting legal research, drafting memoranda, and providing legal advice to the Executive Director and Deputy Comptroller regarding City, State and Federal procurement and contracting rules, program operations and budgeting regulations as well as rules related to grants and other non-procurements;
- Providing legal counsel and support to the Executive Director and Deputy Comptroller pertaining to the registration of all contracts entered into by City agencies for the provision of goods, services or construction that are paid out of City treasury or other funds under the control of the City as well as all revenue contracts awarded by City agencies (i.e., franchises, concessions and revocable consents);
- Reviewing solicitations and other agreements, forms, policies and documents related to the contract registration process to ensure compliance with applicable City, State and Federal laws, rules and regulations as well as applicable Comptroller Directives;
- Preparing briefing documents or memoranda for inter- and intra-agency meetings;
- Assisting the Comptroller's Office of the General Counsel on contract requests related to Freedom of Information Law (FOIL), including the identification and assembly of responsive contract documents;
- Handling special assignments and projects, including oral and/or written presentations; and
- Performing other related assignments and special projects, as directed.

MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar; and two years of progressively responsible experience performing highly complex and significant legal work subsequent to admission to any bar.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exceptional writing skills and ability to perform complex data analysis;
 - Demonstrated ability to analyze and communicate complex policy matters to various audiences; (*i.e.*, written reports or policy briefs);
 - Familiarity with the current City, State and Federal procurement or contracting policy issues as well as an interest in connecting current events with contract specific concerns or initiatives; and
 - Ability to work under pressure in a fast-paced environment, both individually as well as collaboratively.
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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: March 2, 2016	POST UNTIL: Until Filled	JVN: 015/016/059
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The NYC Comptroller's Office is an Equal Opportunity Employer