NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**IT Contract Analyst**
Salary:	**$57,517 - $65,000**
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, new contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular action should be registered. The Information Technology (IT) Contract Review Unit within the IT Contracts Division undertakes full reviews of complex IT contracts and provides a secondary level of review of certain IT contracts identified as requiring additional examination. Analysts within the IT Contracts Division conduct research, generate reports, execute BCA initiatives and participate in cross-Bureau projects.

BCA seeks an IT Contract Analyst for its IT Contract Review Division. Under the supervision of the Assistant Director of IT Contracts, responsibilities 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;

- Reviewing the performance history and business integrity of City contractors (including IT contractors) to determine whether there has been any potential corruption in the letting of contracts or that the proposed contractor is involved in corrupt activity;

- Assisting with the planning and directing of the activities, deliverables, and action items relating to multiple projects within the Unit;

- Assisting in the 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;

- 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. Representing BCA at interagency meetings; and

- Performing other related assignments, as required.

MINIMUM QUALIFICATION REQUIREMENTS

BS/BA degree from an accredited college and approximately four (4) or more years of progressively responsible full-time professional experience in purchasing, procurement, contract administration or a related field as described above, including eighteen (18) months of administrative or supervisory experience. Supervision must have included supervising staff performing professional work in the fields mentioned 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;

- Excellent grasp of City policies, procedures and agencies, including contract administration, negotiation and purchasing requirements;

- Comfort working with a variety of data bases and technologies, including familiarity with FMS, VENDEX, Crystal Reporting 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:	POST UNTIL:	JVN:
March 3, 2016	**Until Filled**	**015/016/060**

The NYC Comptroller's Office is an Equal Opportunity Employer