

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Construction Contract Analyst (2 positions)
Salary:	\$60,000 - \$72,000
Bureau/Division:	Bureau of Contract Administration
Period:	December 6, 2016 – Until Filled

JOB DESCRIPTION

The Comptroller's Bureau of Contract Administration (BCA) is responsible for reviewing all contract actions including, but not limited to, contracts, contract amendments, leases and concessions entered into by City agencies to determine whether a particular action should be registered. BCA's Construction Procurement Unit (CPU) is charged with reviewing and registering complex engineering, construction and construction-related contracts to ensure compliance with applicable requirements of the NYC Charter, Procurement Policy Board (PPB) Rules, Comptroller Directives and other City, State, and Federal mandates.

Construction Contract Analysts within CPU are responsible for reviewing these contracts and providing assistance and insight relating to registration to the Deputy Comptroller, Bureau Chief and Director of Construction Procurement. BCA is currently seeking two (2) CPU Construction Contract Analysts.

Under the direction of the Director of Construction Procurement, with latitude for independent judgment, responsibilities of this position include, but are not limited to:

- Reviewing and analyzing a high volume of complex City engineering, construction and construction-related contracts, change orders, task orders, contracting procedures and related activities to determine whether a particular action should be registered;
- Reviewing all aspects of a contract submission, including agency responsibility determinations and contractor performance evaluations, to determine whether there may be possible corruption in the letting of the contract or whether the proposed contractor is involved in corrupt activities;
- Assisting in formulating research plans as well as recommending and implementing approved risk mitigation strategies to prevent fraud or mismanagement within the City's procurement process;
- Reviewing FMS data entry for completeness and accuracy in preparation of contract registration;
- Drafting letters, analytical reports and memoranda with respect to the above-referenced contract registration review duties;
- Performing special projects and analyses, as assigned; and
- Representing BCA at intra-agency and interagency meetings.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree, preferably in engineering or a related discipline from an accredited college and four years of progressively responsible professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A combination of education and/or experience equivalent to "1" above.

Note: Possession of an acceptable professional procurement certification may be substituted for up to one (1) year of the above-referenced experience requirements.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with the City's procurement and contracting rules and statutes, the PPB as well as general government and regulatory compliance operations, including legal, regulatory, and financial requirements;
 - Experience in administering NYC construction contracts and cost estimating;
 - Familiarity with the City's information technology systems and databases, including procurement-related systems such as OASIS, FMS, APT and VENDEX;
 - Demonstrated experience in the field of contract administration and/or handling complex construction, construction-related and/or engineering contract reviews;
 - Demonstrated experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of existing policies and procedures;
 - Excellent analytical, interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency) and the ability to interact with all levels of management;
 - Ability to work effectively in a fast-paced environment while managing multiple priorities.
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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: December 6, 2016	POST UNTIL: Until Filled	JVN: 015/017/034
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The NYC Comptroller's Office is an Equal Opportunity Employer