

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Contract Reviewer - Contract Registration (2 Positions)
Salary:	\$43,000 - \$53,000
Bureau/Division:	Bureau of Contract Administration / Contract Registration Division
Period:	April 11, 2017 – 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 Contract Registration (CR) Division is responsible for reviewing and registering a high volume of diverse City contracts to determine compliance with all applicable requirements of the NYC Charter, applicable contracting procedures and procurement rules, Comptroller Directives, and other established City, State and Federal mandates.

Under the direction of the CR Unit Chief, responsibilities of the CR Contract Reviewer include, but are not limited to, the following:

- Reviewing a high volume of diverse City contracts, including applicable contracting procedures, to determine compliance with established City, State and Federal procurement rules, guidelines, statutes, laws and directives;
- Reviewing various contract actions in OASIS to determine whether all required and appropriate documentation has been provided to support registration (and processing contract registration returns or withdrawal requests when such documentation is missing);
- Reviewing agency responsibility determinations, including the review of prior performance histories (performance evaluations) for contracted vendors as well as any adverse information identified in the City's VENDEX system;
- Reviewing Financial Management System (FMS) entries to determine whether appropriate data entries have been made by the contracting agency;
- Interacting with applicable City agency procurement staff to obtain essential contract documents, request necessary changes to such documents, if applicable, and to ensure that such changes are completed by the agency in order to proceed with registration;
- Developing and maintaining contract information on issues relating to procurement review; and,
- Performing other related duties and special projects, as required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and six (6) months or more of satisfactory full-time professional experience in procurement of goods, or related services, or professional, technical or administrative experience in contract negotiation/management; **or**
- An associate degree or completion of 60 semester credits from an accredited college, and eighteen (18) months or more of satisfactory, full-time professional experience as described above; **or**
- A four-year high school diploma or its educational equivalent and two and one-half (2 ½) years or more of satisfactory full-time professional experience as described above.

Note: College education may be substituted for professional experience under above at the rate of 30 semester credits from an accredited college for 6 months of experience.

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 information technology/procurement systems and databases, including OAISIS, FMS, Automated Procurement Tracker (APT) and VENDEX.
 - 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: April 11, 2017	POST UNTIL: Until Filled	JVN: 015/017/068
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The NYC Comptroller's Office is an Equal Opportunity Employer