

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Director of Contracts
Salary:	\$90,000 - \$110,000
Bureau/Division:	Asset Management / Contracting
Period:	May 17, 2017 - Until Filled

JOB DESCRIPTION

The Bureau of Asset Management's (BAM) Contracting Unit at the Office of the Comptroller is responsible for all of the procurements and contracting related work for BAM, including the issuance of Request for Proposals, ensuring all new contracts are in place for managers selected, contract renewals, contract amendments, contract extensions and registration of all contracts.

Under direction of the Director of Contracts and with a wide range of latitude for independent judgment, Deputy Director's job responsibilities include, but are not limited to, the following:

- Works in conjunction with the Director to plan workload of the contracting staff and other strategic initiatives related to the Contracting Unit;
- Supervises development of policy and procedures for the Unit; recommends changes to policy and procedures to increase efficiency;
- Leads workflow reengineering efforts;
- Designs and updates project tracking reports for Unit;
- Chairs evaluation committees, having ability to lead discussion and propose solutions;
- Conducts necessary research in order to write solicitations;
- Leads efforts on implementing new technology in the Contracting Unit;
- Prepares Request for Proposals (RFP's), contract renewals, amendments, extensions and other related contract documents and solicitations in accordance with NYC Procurement Policy rules;
- Negotiates contracts and renewals in conjunction with the Comptroller's General Counsel;
- Works with BAM's newly created Investment Operations Support on third party contracts and RFP's and transition management and independent evaluator functions;
- Works with BAM's Compliance division pertaining to appropriate process/compliance initiatives for Contracting Unit;
- Supervises Contracting staff responsible for preparing RFP's and contracts as well as other Contracting functions; and,
- Performs and/or supervises related special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A graduate degree from an accredited college or university in business, economics, finance, public administration or a closely related field and four (4) or more years of professional experience in government procurement/contract negotiation; at least 18 months of this experience must have been in an administrative, managerial, executive or supervisory capacity; **or**
 2. BS/BA degree from an accredited college with major studies in the fields mentioned above and six (6) or more years of progressively responsible experience as described above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Substantial supervisory experience of professional staff engaged in government procurement and contract related work is strongly preferred;
 - Demonstrated strong contract management skills including overseeing and negotiating contracts ideal;
 - Knowledge of City's procurement and contracting rules and statutes, as well as Procurement Policy Board (PPB) rules expected;
 - Detailed oriented and well organized; ability to multi-task, meet deadlines and work independently and as part of a team; as well as strong project management skills should be demonstrated;
 - Excellent communication and writing skills, including proficiency in Microsoft Office Suite applications.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

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: May 17, 2017	POST UNTIL: Until Filled	JVN: 015/017/078
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The NYC Comptroller's Office is an Equal Opportunity Employer