

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, Contract Registration
Salary:	\$85,000 - \$100,000
Bureau/Division:	Bureau of Contract Administration
Period:	September 18, 2014 – October 03, 2014

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 particular actions should be registered. The Contract Registration Division enforces and monitors compliance with the Procurement Policy Board (PPB) Rules, Comptroller's Directives and other City / State / Federal mandates. Contract Reviewers within the Contract Registration Division review contracts in OASIS and provide quick assistance and insight in order to determine whether or not a particular contract action should be registered. The BCA seeks a Division Chief for the Contract Registration Division.

Under the direction of the Executive Director and with a latitude for independent judgment, responsibilities of the Contract Registration Division Chief include, but are not limited to, the following:

- Manages registration staff to ensure the timely review of contracts. Supervises computer operation functions to resolve issues concerning data collection and data integrity;
- Evaluates, reviews and analyzes City contracts and contracting procedures and activities to determine compliance with City, State and Federal procurement rules, statutes and laws;
- Reviews contractors business history and contracts to determine if there is sufficient reason to believe that there is possible corruption in the letting of the contract or that the proposed contractor is involved in corrupt activity;
- Assists in the formulation of research plans, recommend and implement approved strategies for fraud or mismanagement within the City's contract process;
- Reviews work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines;
- Assists in coordinating the division's operations to ensure compliance with office procedures;
- Reviews FMS data entry for completeness and accuracy in preparation of contract registration; Authorizes and monitors FMS override request;
- Performs other related assignments as required.

QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college with major studies in law, business or public administration, finance, management, or a related field, and (4) four or more years of progressively responsible full-time professional experience in purchasing, procurement, contract administration, contract negotiation or management, program evaluation, or a closely related area; preferably eighteen (18) months of this experience must have been in an administrative or supervisory capacity supervising staff performing professional work in the areas described above; **or**
- BS/BA degree from an accredited college and five (5) or more years of progressively responsible full-time professional experience in one or a combination of the following: procurement, contract administration, contract negotiation or management, program evaluation, or in a closely related area, preferably eighteen (18) months of this experience must have been in an administrative or supervisory capacity supervising staff performing professional work in the areas described 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

- 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 IT systems and databases, including procurement systems such as OAISIS, FMS, APT, and VENDEX.
- Demonstrated experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures.
- Ability to interact with all levels of management. Understanding of record retention, document organizational systems and data management.
- Familiarity with federal grant roles and processing requirements, including those related to funding provided by the US Department of Housing and Urban Development.

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 #:
September 18, 2014	October 03, 2014	015/015/010

The NYC Comptroller's Office is an Equal Opportunity Employer