

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, Engineering
Salary:	\$85,000 - \$105,000
Bureau/Division:	Bureau of Contract Administration
Period:	December 8, 2014 - 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, contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular actions should be registered. The Engineering Division reviews complex engineering and construction contracts to ensure compliance with all applicable Procurement Policy Board (PPB) Rules, Comptroller's Directives and other City / State / Federal mandates. Engineers within the Division review these contracts and provide assistance and insight relating to registration. The BCA seeks a Division Chief for the Engineering Division.

Under the direction of the Executive Director, with latitude for independent judgment, responsibilities of the Engineering Division Chief include, but are not limited to:

- Managing engineering staff to ensure the timely and thorough review of contracts as well as reviewing work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines;
- Supervising computer operation functions to resolve issues concerning data collection and data integrity;
- Evaluating, reviewing and analyzing City contracts and contracting procedures and activities to determine compliance with City, State and Federal procurement rules, statutes and laws;
- Investigating and analyzing complex construction contracts;
- Reviewing 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 activities;
- Formulating research plans, recommending and implementing approved strategies for fraud or mismanagement within the City's contract process;
- Coordinating the division's operations to ensure compliance with office procedures;
- Reviewing FMS data entry for completeness and accuracy in preparation of contract registration;
- Authorizing and monitoring FMS override requests;
- Researching inquiries, inspections, cost estimating, contract interpretation and delay/impact studies;
- Special projects researching and evaluating contract and engineering matters of a complex or highly technical nature; and
- Performing other related assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college with major studies in civil, mechanical or electrical engineering and four (4) or more years of progressively responsible full-time professional experience. Eighteen (18) months of this experience must have been in a supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid New York State Professional Engineer's License.
- Experience in administering NYC construction contracts and cost estimating highly desirable.
- 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.
- Excellent analytical, 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: December 08, 2014	POST UNTIL: Until Filled	JVN: 015/015/026
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The NYC Comptroller's Office is an Equal Opportunity Employer