

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Contract Analyst – Contractor and Procurement Review
Salary	\$50,000 - \$65,000
Bureau/Division	Bureau of Contract Administration
Period:	June 2, 2016 – 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 Contractor and Procurement Review (CPR) Division is responsible for reviewing complex non-construction contract actions submitted by City agencies for registration, including a heightened level of review of certain transactions identified by executive staff. In addition, CPR Contract Analysts draft and present briefing memoranda on identified contracts as well as provide registration-related assistance and advice to the Executive Director and Deputy Comptroller.

Under the direction of the CPR Division Chief, responsibilities of the CPR Contract Analyst include, but are not limited to, the following:

- Evaluating, reviewing and analyzing a high volume of complex and diverse City contracts and contracting procedures to determine compliance with established City, State and Federal procurement rules, guidelines, statutes, laws and directives;
- Reviewing contractor responsibility decisions and performance to determine whether there is sufficient reason to believe possible corruption exists in the letting of a contract or that the proposed contractor is involved in corrupt activity;
- Assisting in formulating research plans as well as recommending and implementing approved risk mitigation strategies to prevent fraud or mismanagement within the City's contract process;
- Developing and maintaining contract information on issues relating to procurement review;
- Consulting with City agencies, vendors and other relevant authorities to improve existing, and develop new, policies and protocols for contracting and oversight;
- Drafting letters, analytical reports and memoranda with respect to the above-referenced duties; performing special projects and analyses as assigned;
- Performing other related duties, special projects and analyses as required, including representing BCA at interagency meetings.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) or more years progressively responsible professional experience in purchasing, procurement, contract administration or a closely 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 year of the experience described in "1" 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 OASIS, FMS, APT and VENDEX.
 - Demonstrated experience preparing clear, concise and accurate analytical reports, including the provision of recommendations for the review, creation and modification of policies and procedures.
 - 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: June 2, 2016	POST UNTIL: Until filled	JVN: 015/016/087
--------------------------------------	------------------------------------	----------------------------

The NYC Comptroller's Office is an Equal Opportunity Employer