

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Agency Chief Contracting Officer (ACCO)
Salary:	\$135,000 - \$155,000
Bureau/Division:	Administration
Period:	July 31, 2017 - Until Filled

JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the office is to ensure the financial health of New York City by advising the Mayor, the City Council, and the public of the City's financial condition. While the Comptroller's Office handles registration of contracts Citywide under its Charter mandate and the Procurement Policy Board (PPB) Rules, the Office has its own procurement needs – executing more than 200 contracts every year.

The Office seeks to hire a seasoned contracts/procurement professional to serve as an Agency Chief Contracting Officer (ACCO). The ACCO's duties require extensive and rigorous work with all internal divisions of the Comptroller's Office, especially, Bureau of Asset Management (BAM), Business Information Systems & Technology (BIST), and the Bureau of Contract Administration as an advisor on all aspects of procurement. Reporting directly to the Deputy Comptroller of Administration, the duties and responsibilities of the position include but are not limited to the following:

- Oversees the coordinating, planning and implementation of contract and procurement activities from pre-solicitation to award and registration, including drafting and/or reviewing RFIs, RFPs, PSRs, RFQs, RFAs, Responsibility/Responsiveness Determinations, Performance Evaluations, and other procurement-related documents; directly and indirectly supervises staff;
- Drafts contracts and amendments, provides guidance to the bureaus on PPB Rules, purchasing, and contract registration issues; acts as an oversight to RFP committees; oversees the vetting related to vendor responsibility and performance, and represents the Comptroller's Office at pre-proposal conferences;
- Advises executives and staff as needed on all procurement matters, Local Laws, City administrative requirements, and Comptroller's Office policies and procedures regarding purchasing/contracting operation; disseminates alerts and updates as to developments in procurement-related law; recommends and oversees training for procurement staff;
- Implements best practices for increasing contracting opportunities for Women- and Minority-owned Business Enterprises (M/WBEs) and provides guidance on the Comptroller Office's internal supplier diversity initiative; reviews data for and prepares M/WBE Annual Reports;
- Oversees miscellaneous contract and procurement-related administrative matters, including the Local Law 63 Annual Contract Report; advises on Doing Business Data Forms, and reviews insurance certificates;
- Represents the Comptroller's Office on intergovernmental initiatives involving complex contractual matters and serving as the primary Comptroller's Office liaison for procurement issues with the Mayor's Office of Contract Services (MOCS); and,
- Performs other related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and seven (7) or more years of progressively responsible professional experience in contract negotiations/management, purchasing, procurement, contract administration or a related field, in a complex governmental setting, at least eighteen (18) months of this experience 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 graduate degree or a law (J.D.) degree from an accredited United States law school or administration to the New York State Bar and five (5) or more years of increasingly responsible professional experience as described in "1" above; or
3. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exacting knowledge of the City's procurement and contracting regulations and statutes, most specifically the Procurement Policy Board rules, expected;
- Demonstrated progressively responsible experience in coordinating and implementing complex contracts and procurement activities in a multifaceted governmental setting;
- Hands-on experience with the City's procurement and budgeting systems/applications including FMS and VENDEX, among others, is ideal;
- Exposure to database/document management systems and business process reengineering is a plus;
- Excellent oral and written communications capabilities are required (including proficiency in Microsoft Office Suite applications), as well as very good interpersonal and organizational skills;
- Note: The ideal cover letter will detail two (2) procurement challenges faced by the applicant and their resolution.

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: July 31, 2017	POST UNTIL: Filled	JVN: 015/018/008
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The NYC Comptroller's Office is an Equal Opportunity Employer