

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Bureau Staff Attorney</b>
<b>Salary:</b>	<b>\$66,326 - \$76,275</b>
<b>Bureau/Division:</b>	<b>Contract Administration</b>
<b>Period:</b>	<b>December 7, 2018 – Until Filled</b>

### 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 actions should be registered. BCA is currently seeking an enthusiastic, highly organized and ambitious individual for the Bureau Staff Attorney position to perform difficult and complex contract related work having significant procedural and policy implications. The Staff Attorney will report to the Assistant Bureau Chief/Associate Legal Counsel and will work on a variety of tasks and projects within BCA as well as initiatives that span across bureaus.

The position requires the ability to quickly and efficiently analyze contract administration issues as well as assist in developing solutions and making recommendations, as directed by the Assistant Bureau Chief, Bureau Chief or Deputy Comptroller. The attorney will perform legal research, draft memoranda, and provide legal advice to the Bureau Chief and Deputy Comptroller within tight deadlines in order to assist in the effective execution of BCA or cross-bureau initiatives. Additional responsibilities of the Staff Attorney include, but are not limited to:

- Providing legal counsel and support to the Bureau Chief and Deputy Comptroller pertaining to the registration of all contracts entered into by City agencies for the provision of goods, services or construction that are paid out of City treasury or other funds under the control of the City as well as all revenue contracts awarded by City agencies (i.e., franchises, concessions and revocable consents);
- Reviewing solicitations and other agreements, forms, policies and documents related to the contract registration process to ensure compliance with applicable City, State and Federal laws, rules and regulations as well as applicable Comptroller Directives;
- Conducting legal research, drafting memoranda, and providing legal advice to the Bureau Chief and Deputy Comptroller regarding City, State and Federal procurement and contracting rules, program operations and budgeting regulations as well as rules related to grants and other non-procurements;
- Reviewing and registering complex lease and license agreements negotiated and executed primarily by the Department of Citywide Administrative Services, on behalf of City agencies, pursuant to Section 824 of the New York City Charter;
- Working on the City's implementation of the design-build project delivery method recently authorized by the State legislature such as the construction of new jails to replace the Rikers Island detention center, the reconstruction of the Brooklyn Queens Expressway, repair projects for the housing units of the New York City Housing Authority, and other projects as may arise, as it pertains to the Comptroller's contract registration obligation;
- Preparing briefing documents or memoranda for inter- and intra-agency meetings; handling special assignments and projects, including oral and/or written presentations; and, performing other related assignments and special projects, as directed.

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### MINIMUM QUALIFICATION REQUIREMENTS

Admission to the New York State Bar and two years of progressively responsible experience performing complex and significant legal work subsequent to admission to any bar, preferably in the nature of what is listed in the bulleted list of the above job description.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exceptional writing skills and ability to perform complex data analysis;
  - Demonstrated ability to analyze and communicate complex policy matters to various audiences; (*i.e.*, written reports or policy briefs);
  - Familiarity with the current City, State and Federal procurement or contracting policy issues as well as an interest in connecting current events with contract specific concerns or initiatives; and,
  - Ability to work under pressure in a fast-paced environment, both individually as well as collaboratively.
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> December 7, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/019/046
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**The NYC Comptroller's Office is an Equal Opportunity Employer**