

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Contract Analyst</b>
<b>Salary:</b>	<b>\$40,000 - \$50,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management / Contracting Division</b>
<b>Period:</b>	<b>October 18, 2016 – Until Filled</b>

### JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems. This \$160 billion portfolio is managed primarily by external investment managers and is largely invested in publicly traded securities, with additional allocations to private equity, real estate, infrastructure, hedge funds and opportunistic fixed income investments.

The Contracting Unit in BAM is responsible for all of the procurement and contracting relating work for BAM, including the issuance of Request for Proposals (RFP), ensuring that all contracts are in place for managers selected, contract renewals, contract amendments, contract extensions and registration of all contracts.

Under the direction of the Director of Contracts, responsibilities include, but are not limited to the following:

- Register contracts by collecting all required administrative documents needed from investment managers, consultants and other vendors;
- Interface with investment managers, Mayor's Office of Contracts, NYC Department of Investigation, as well as the Comptroller's Bureau of Administration staff and Comptroller's Agency Chief Contracting Officer;
- Maintain and update excel spreadsheets and lists for registration tracking and statistical purpose; maintains various charts tracking contract related information including when contracts expire, compiles and analyzes data;
- Provide clerical and administrative support by preparing correspondence and letters as well as filing and scanning of contract documents; assists in finalizing contracts and related documents;
- Responsible for the intake and tracking of "Doing Business Forms" and coordinating the VENDEX process, including assisting in preparing vendor responsibility determinations for the entire Agency;
- Maintain eCFM information, coordinate the intake of information from investment managers and consultants;
- Performs other related assignments or special projects as required.

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**MINIMUM QUALIFICATION REQUIREMENTS**

- A Bachelor’s degree from an accredited college and one (1) or more years of professional experience in one or more of the following fields: contract negotiation/ management, procurement, economic, market or site research and analysis, program evaluation, fiscal/financial management, or project management; **or**
- Education and/or experience equivalent to “1” above.

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**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Some exposure to NYC government procurement process and related computer systems such as FMS, OASIS etc.
- Detailed oriented and well organized; ability to multi-task, meet deadlines and work independently;
- Proficiency in Microsoft Suite (Word, Excel, and PowerPoint);
- Excellent interpersonal, communications and organizational skills.

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

The selected candidate will be subject to the financial disclosure requirements of the office’s Personal Trading Policy.

**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> October 18, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/018
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**The NYC Comptroller’s Office is an Equal Opportunity Employer**