

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Agency Chief Contracting Officer (DACCO)
Salary:	\$90,000 - \$110,000
Bureau/Division:	Administration / Agency Chief Contracting Officer
Period:	February 3, 2020- 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 such as investment management services, legal services, audit services, etc.

The Office seeks to hire a seasoned contracts/procurement professional to serve as Deputy Agency Chief Contracting Officer (DACCO). The DACCO's duties require extensive and rigorous work with all sixteen (16) Bureaus within the Comptroller's Office and include assisting with all aspects of the procurement process and contracting-related within the Agency, including the issuance of solicitations, ensuring the timely establishment of new contracts, contract renewals, contract amendments, contract extensions and registration of all contracts.

Reporting directly to the Agency Chief Contracting Officer (ACCO), the duties and responsibilities of the position include, but are not limited to, the following:

- Assist the ACCO with oversight, coordination, planning of procurement and contracting activities of all Bureaus within the Comptroller's Office;
- Under ACCO supervision, review and approve contracts, amendments, solicitations, forms submitted by respective Bureaus within the Agency, such as pre-solicitation review (PSR) reports, responsibility determinations (RD), recommendations for award (RFA), vendor performance evaluations (PE) and other contract-related documents to ensure compliance with City procurement rules and procedures;
- Support ACCO in development of Agency standard operating procedures, best practices, staff training and assist with implementing those initiatives to standardize and streamline Agency procurement activities;
- Analyze and advise ACCO on complex procurement matters and vendor integrity issues regarding the Agency's contracting portfolio;
- Support ACCO and the Comptroller's Diversity Office on M/WBE initiatives; and,
- Perform other related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduate degree from an accredited college or university and four (4) 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 fields mentioned above; **or**,
2. Bachelor's degree from an accredited college or university and six (6) or more years of experience as described "1" above; **or**,
3. A satisfactory education and/or experience equivalent to "1" or "2" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Superior knowledge of the City's procurement and contracting regulations and statutes, most specifically the Procurement Policy Board rules;
- Demonstrated progressively responsible experience in coordinating and implementing complex contracts and procurement activities in a multifaceted governmental setting;
- Familiarity with processing procurements and contract management actions;
- Hands-on experience with the City's procurement and budgeting systems/applications including PASSPort, among others, is ideal;
- Excellent customer service skills;
- 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.

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: February 3, 2020	POST UNTIL: Until Filled	JVN: 015/020/051
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The NYC Comptroller's Office is an Equal Opportunity Employer