

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Director of Contracts
Salary:	\$90,000 - \$110,000
Bureau/Division:	Asset Management / Contracting Division
Period:	June 30, 2020 - Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems. This approximately \$200 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.

BAM's Contracting Division is responsible for the procurements and contracts required for the execution of BAM's mandates in support of the financial assets of the New York City pension funds. Activities cover the full spectrum of the New York City procurement process include, but are not limited to Requests for Proposals, through registration of all contracts.

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

- Assist the Director in planning, implementing, and managing all functions & resources of the contracting unit to achieve the strategic objectives of the bureau;
- Assist the Director's by attending meetings, making decisions and providing leadership to staff as needed, under the oversight of the Director of Contracts and other Senior BAM leadership;
- Assist the Director with quality assurance review of procurement forms and contract documentation created by contract staff to ensure timely submission and approval;
- When appropriate, partner with senior contract analyst to chair and facilitate evaluation committees including vendor analysis and recommendation for award processes;
- Maintain familiarity with contract terms in a variety of asset classes and ensure that contracts entered into by the Comptroller's office reflect industry best practices for structure and terms; and,
- Perform and/or supervise other special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A graduate degree from an accredited college or university in business, economics, finance, public administration or a closely related field and four (4) or more years of professional experience in government procurement/contract negotiation; at least 18 months of this experience must have been in an administrative, managerial, executive or supervisory capacity; or,
2. BS/BA degree from an accredited college with major studies in the fields mentioned above and six (6) or more years of progressively responsible experience as described above; or,
3. Education and/or experience equivalent to "1" or "2" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Substantial supervisory experience in government procurement and contract related work is strongly preferred;
- Familiarity with governmental purchasing rules and regulations, specifically, NYC procurement and contracting rules and statutes, as well as Procurement Policy Board (PPB) rules preferred;
- Proficiency with NYC-specific systems, including the Procurement Sourcing Solution Portal; (PASSPort) and the Financial Management System (FMS);
- Experience with financial services procurements;
- Demonstrated strong contract management skills, including overseeing and negotiating contracts;
- Excellent strategic thinking and creative problem solving abilities;
- Excellent written and verbal communication, including proficiency in Microsoft Office Suite applications.

TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: June 30, 2020	POST UNTIL: Until Filled	JVN: 015/020/067
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The NYC Comptroller's Office is an Equal Opportunity Employer