

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Construction Contracts
Salary:	\$120,000 - 135,000
Bureau/Division:	Bureau of Contract Administration
Period:	January 15, 2019 - Until Filled

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 particular actions should be registered. The Construction Procurement Unit reviews complex engineering and construction contracts to ensure compliance with all applicable Procurement Policy Board (PPB) Rules, Comptroller's Directives and other City / State / Federal mandates. Engineers and analysts within the Unit review these contracts and provide assistance and insight relating to registration. The BCA seeks a Director of Construction Contracts for its Construction Procurement Unit.

Under the direction of the Division Chief, with latitude for independent judgment, responsibilities of this position include, but are not limited to:

- Managing professional/technical staff to ensure the timely and thorough review of contracts as well as reviewing work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines;
- Evaluating, reviewing and analyzing City contracts and contracting procedures and activities to determine compliance with City, State and Federal procurement rules, statutes, laws and Comptroller Directives;
- Investigating and analyzing complex construction contracts;
- Reviewing contractors business history and contracts to determine if there is sufficient reason to believe that there is possible corruption in the letting of the contract or that the proposed contractor is involved in corrupt activities;
- Supervising computer operation functions to resolve issues concerning data collection and data integrity;
- Formulating research plans, recommending and implementing approved strategies for fraud or mismanagement within the City's contract process;
- Reviewing FMS data entry for completeness and accuracy in preparation of contract registration;
- Researching inquiries, inspections, cost estimating, contract interpretation and delay/impact studies; and,
- Special projects researching and evaluating contract and engineering matters of a complex or highly technical nature; and, performing other related assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college with major studies in civil, mechanical or electrical engineering, architecture, construction, urban planning, or a closely related field, and four (4) or more years of progressively responsible full-time professional engineering/construction contracts related experience, preferably in the nature of what is listed in the bulleted list of the above job description. Two (2) years of this experience must have been in a supervisory, administrative or executive capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**,
- BA/BS degree from an accredited college in the fields mentioned above and (5) more years of progressively responsible full-time professional experience, including two (2) years of experience in supervisory, administrative or executive capacity.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- A valid New York State Professional Engineer's License is ideal;
- Experience in administering NYC construction contracts and cost estimating highly desirable;
- Familiarity with the City's contracting rules and statutes, the Procurement Policy Board, as well as general government and regulatory compliance operations, including legal, regulatory, and financial requirements;
- Familiarity with the City's IT systems and databases, including procurement systems such as OASIS, FMS, APT and VENDEX;
- Demonstrated experience preparing clear, concise, and accurate analytical reports, including the provision of recommendations for review, creation, and modification of policies and procedures;
- Excellent analytical, interpersonal, communication and organizational skills (including Microsoft Office Suite proficiency) and the ability to interact with all levels of management;
- Ability to work effectively in a fast-paced environment while managing multiple priorities.

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: January 15, 2019	POST UNTIL: Until Filled	JVN: 015/019/057
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The NYC Comptroller's Office is an Equal Opportunity Employer