

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Division Chief, Division of Contract Management
Salary:	\$85,000 - \$95,000
Bureau/Division:	Bureau of Law & Adjustment / Division of Contract Management
Period:	November 14, 2017 – Until Filled

JOB DESCRIPTION

The Bureau of Law & Adjustment is responsible for investigating and adjusting claims filed against the City of New York. The Contract Management Division is responsible for supporting the operations of the Bureau by procuring services for the Bureau and managing its contract with firms and other service providers and vendors.

Under the direction of the Director of Tort Claims, with wide latitude for independent initiative and judgment, the duties of the Chief of the Contract Management Division will include, among other duties:

- Managing the New York State General Municipal Law (GML) Section 50-h examination schedule and adjournment process;
- Reviewing contractor work products and insure that contractors deliver services in accordance with the terms of the contract;
- Serving as the liaison between the Bureau, claimants' attorneys, contractors, the Law Department and the New York City Health and Hospitals Corporation for GML Section 50-h examination related services;
- Reviewing and approving invoices submitted by contractors;
- Developing the Request for Proposal (RFP) for GML Section 50-h examination related services and managing the procurement process;
- Developing and conducting contractor training; and,
- Evaluating contractor performance; and performing other related functions and duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college and four (4) or more years of progressively responsible experience investigating, adjusting, litigating and/or settling liability claims, 18 months of this experience must have been in an administrative, managerial or supervising staff performing the professional claims work described above; **or**
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of experience in an administrative, managerial, or supervisory capacity as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong negotiation and management skills a must;
 - Knowledge of GML Section 50; experience performing GML Section 50-h examinations or other depositions expected;
 - Familiarity with the City's contracting and purchasing policies and procedures ideal;
 - Admission to New York State Bar.
 - Excellent interpersonal, communication, organizational skills (including Microsoft Office Suite proficiency) and ability to interact with all levels of management.
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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: November 14, 2017	POST UNTIL: Until Filled	JVN: 015/018/028
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The NYC Comptroller's Office is an Equal Opportunity Employer