

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	IT Contract Analyst
Salary:	\$55,000 - \$65,000
Bureau/Division:	Bureau of Contract Administration
Period:	April 25, 2018 – Until Filled

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, new contracts, contract amendments, leases and concessions entered into between City agencies and vendors to determine whether the particular actions should be registered. The Information Technology (IT) Contract Review Unit within the Special Contracts Review Division undertakes full reviews of complex IT contracts and provides a secondary level of review of certain IT contracts identified as requiring additional examination. In addition to performing contract reviews, analysts within the IT Contracts Review Unit also conduct research, generate reports, execute BCA initiatives and participate in cross-bureau projects.

BCA seeks an IT Contract Analyst for its IT Contract Review Unit. Under the supervision of the IT Unit Chief, responsibilities include, but are not limited to:

- Evaluating, reviewing and analyzing a high volume of complex IT contracts and contracting procedures and activities to determine compliance with established City, State and Federal procurement rules, guidelines, statutes, laws and Comptroller Directives;
- Reviewing the performance history and business integrity of City IT contractors to determine whether the proposed contractor is potentially involved in corrupt activity or whether there has been any potential corruption in the letting of the contracts;
- Assisting in the formulating research plans as well as recommending and implementing approved risk mitigation strategies for fraud prevention or mismanagement within the City's IT contract process;
- Consulting with City agencies and, other relevant jurisdictions to improve existing policies and develop new policies and protocols for IT contracting and oversight;
- Draft memoranda summaries specific to IT contract reviews with respect to the above duties;
- Representing BCA at interagency meetings; and,
- Performing other related assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college, and thirty (30) months (2 ½ years) or more of progressively responsible professional experience in purchasing, procurement, contract administration or a related field.
2. Education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated experience in IT procurement / contract administration and / or handling complex IT contract reviews;
- Excellent grasp of City procurement policies, procedures and agencies, including contract administration, negotiation and purchasing requirements;
- Comfort and efficiency working with a variety of data bases and technologies, including familiarity with FMS, VENDEX/PASSPort, OASIS and Microsoft Outlook;
- Possession of an acceptable professional procurement certification is a plus;
- Ability to work effectively in a fast-paced environment while managing multiple priorities;
- Excellent interpersonal, communication, and organizational skills (including Microsoft Office Suite proficiency).

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:	POST UNTIL:	JVN:
April 25, 2018	Until Filled	015/018/071

The NYC Comptroller's Office is an Equal Opportunity Employer