

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Senior Contract Analyst</b>
<b>Salary:</b>	<b>\$50,000 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management / Contracting Division</b>
<b>Period:</b>	<b>October 18, 2016 – Until Filled</b>

### JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems. This \$160 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.

The Contracting Unit in BAM is responsible for all procurement and contracting related work for BAM, including issuance of Requests for Proposals (RFP), ensuring that all contracts are in place for managers selected, contract renewals, contract amendments, contract extensions and registration of all contracts.

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

- Prepare RFPs and other types of procurements as required, in accordance with the City's Procurement Policy Rules;
- Work with business teams to define requirements for vendors across multiple functions critical to the asset management business;
- Prepare new contracts, contract amendments and contract extensions as required;
- Maintain spreadsheets containing contract related supporting information and assist in maintaining the contract database;
- Work closely with staff within the Comptroller's Bureau of Asset Management in many of the areas mentioned above;
- Assist in the administration of the transition management and independent evaluation pool;
- Prepare summary analyses and recommendations as required;
- Work on other related tasks or special projects as needed.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. A graduate degree from an accredited college and one (1) or more years of professional experience in one or more of the following fields: contract negotiation/ management, procurement, economic, market or site research and analysis, program evaluation, fiscal/financial management, or project management; **or**
  2. A bachelor's degree from an accredited college and two (2) or more years of professional experience as described above; or
  3. Education and/or experience equivalent to "1" or "2" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in procurement/contracting;
  - Familiarity and/or knowledge of New York City Procurement Policy rules;
  - Supervisory experience preferred;
  - Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint);
  - Excellent interpersonal, communication, writing and organizational skills.
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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> October 18, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/017
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**The NYC Comptroller's Office is an Equal Opportunity Employer**