

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Senior Contract Analyst</b>
<b>Salary:</b>	<b>\$65,000 - \$75,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management / Contracting Division</b>
<b>Period:</b>	<b>October 6, 2020 – 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 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 from Requests for Proposals, through registration of all contracts. Under the direction of the Director of Contracts, responsibilities of the position include, but are not limited to, the following:

- Prepare complex RFPs and Notice of Search's in accordance with the New York City Procurement Policy Board Rules;
- Lead and facilitate major procurement activities for RFI/RFP's and Notice of Search's, including the facilitation of complex negotiations;
- Work with business teams to define requirements for vendors across multiple functions critical to the Asset Management function;
- Prepare new contracts, contract amendments and contract extensions;
- Maintain contract related supporting information including the contract database and workflow management tools;
- Interface with BAM staff, Office of the General Counsel (OGC), and other NYC procurement and contracts teams to navigate the vendor acquisition process from the RFI/RFP, Notice of Search stage through registration;
- Assist the Director of Contracts in creating standardized, reusable contract clauses and templates to improve the efficiency of the contract development process; and,
- Work on other related tasks or special projects as needed.

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## MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college and a minimum of two years of full-time, progressively responsible professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiation/ management, fiscal/financial management, or project management; or,
  - A bachelor's degree from an accredited college and a minimum of three years of full-time, satisfactory professional, technical or administrative experience as described above; or,
  - Education and/or experience equivalent to "1" or "2" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Advanced knowledge of contract rules and regulations in accordance with the New York City Procurement Policy Board Rules;
- Contracting experience within a financial services operation;
- Excellent quantitative and writing skills;
- Strong interpersonal, communication, and organizational abilities;
- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint);

**Note:** Cover letter must detail the possession of preferred 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 6, 2020	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 015/020/066R
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**The NYC Comptroller's Office is an Equal Opportunity Employer**