

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Specialized Contract Analyst</b>
<b>Salary</b>	<b>\$50,000 - \$65,000</b>
<b>Bureau/Division</b>	<b>Bureau of Contract Administration / Specialized Contracts Unit</b>
<b>Period:</b>	<b>October 6, 2020 – Until Filled</b>

**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 by City agencies to determine whether a particular action should be registered.

BCA's Specialized Contracts Unit (SCU) is charged with reviewing and registering complex and diverse non-construction and non-human services City contracts, to ensure compliance with applicable requirements of the NYC Charter, Procurement Policy Board (PPB) Rules, Comptroller Directives and other City, State, and Federal mandates.

BCA is currently seeking a Specialized Contract Analyst. Under the direction of the Director of SCU, responsibilities of the Specialized Contract Analyst include, but are not limited to:

- Reviewing and analyzing a high volume of complex standard service contracts, non-construction related professional service contracts and task orders along with the governing contracting procedures to determine compliance with established City, State and Federal procurement rules, guidelines, statutes, laws and directives for purposes of registration;
- Reviewing the performance history and business integrity of City contractors to determine whether there is sufficient reason to believe that the proposed contractor is involved in corrupt activities or whether there has been possible corruption in the letting of the contracts;
- Assisting in formulating research plans as well as recommending and implementing approved risk mitigation strategies to prevent fraud or mismanagement within the City's contract process;
- Reviewing FMS data entry for completeness and accuracy in preparation of contract registration;
- Drafting memoranda related to contract submission under review and pending registration;
- Representing BCA at interagency and intra-agency meetings; and,
- Performing other related assignments, as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college with major studies in information technology, business, public administration, finance, management, or a related discipline and thirty (30) months (2 ½ years) or more of progressively responsible professional experience in purchasing, procurement, and/or contract administration; **or**,
2. BA/BS degree from an accredited college in the fields mentioned above and four (4) or more years of progressively responsible full-time professional experience.

**Note:** Possession of an acceptable professional procurement certification may be substituted for up to one (1) year of the above-referenced experience requirements.

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in procurement, contract administration and/or complex contract reviews;
  - Demonstrated knowledge of the City procurement and contracting rules and statutes as well as familiarity with general government and regulatory compliance operations;
  - Familiarity and prior experience using the City's information technology systems and databases, including FMS, VENDEX/PASSPort, OAISIS, and Microsoft Outlook;
  - Ability to work effectively in a fast-paced environment while managing multiple priorities;
  - Demonstrated experience preparing clear, concise and accurate analytical reports; and
  - Excellent analytical, interpersonal, communication, and organizational skills (including Microsoft Office Suite proficiency).
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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b>	<b>POST UNTIL:</b>	<b>JVN:</b>
October 6, 2020	Until filled	015/021/007

**The NYC Comptroller's Office is an Equal Opportunity Employer**