

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Technology Procurement Specialist
Salary:	\$50,000 - \$60,000
Bureau/Division:	Bureau of Information Systems & Technology
Period:	July 10, 2017 - Until Filled

JOB DESCRIPTION

The NYC Comptroller's Office seeks to hire a creative, innovative and entrepreneurial technology procurement specialist to perform responsible professional work relating to the procurement and contract management of all supporting technology for the Comptroller's office. This includes system development projects as well as technology infrastructure deployments. Ideal candidate should be able to effectively communicate technical solutions to a variety of audiences and work well in a team environment designed to meet users' needs by acting with a sense of urgency, practicality and integrity.

Under direct supervision, with moderate latitude for independent action, initiative and judgment, duties and responsibilities of the position include, but are not limited to, the following:

- Assists in all technology procurement for the Office, from the initial budget creation, business case development, funding request, request for proposals or bids, contract finalization, project metrics, and budget monitoring through the completion of the project;
- In conjunction with the supervisor and purchasing and legal staff, develops contracts with successful vendors and coordinates input from vendors and various Comptroller's Office bureaus involved in the project;
- Reviews and creates statements of work, software development schedules, and project budgets, and coordinates their distribution, review and remarks with project managers and team members;
- Utilizes automated system to procure goods and services for the agency, researches potential solutions, follows through delivery, maintains inventory, and ensures payments are processed timely;
- Collects, maintains and publishes monthly metrics for the technology procurement activities;
- Provides regular status updates and reports to the management on technology procurement projects/activities; and,
- Performs other functions and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and at least eighteen (18) months of professional experience in procurement of information technology services, goods or professional, technical or administrative experience in contract negotiation/management; **or**
2. A satisfactory combination of education and experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated experience in IT procurement / contract administration and / or handling complex IT contract reviews;
- Knowledge of the City's procurement and contracting rules and statutes, as well as Procurement Policy Board (PPB) rules a plus;
- Experience with the City's procurement and budgeting application FMS and VENDEX a plus;
- Experience with PERT charts, Gantt charts, project development life cycles, business process reengineering, budgeting, business law and contract writing is a plus.
- Excellent written communications capabilities are required (including proficiency in Microsoft Office Suite applications), as well as very good interpersonal and organizational skills;

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: July 10, 2017	POST UNTIL: Filled	JVN: 015/018/004
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The NYC Comptroller's Office is an Equal Opportunity Employer