

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095- 01
OFFICE TITLE: Assistant Deputy Agency Chief Contracting Officer	SALARY: \$49,346 to \$76,000 (Annual)
DIVISION/WORK UNIT: Procurement	WORK LOCATION: 156 William Street, New York, NY 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 4

JOB DESCRIPTION

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The Assistant Deputy Agency Chief Contracting Officer of Procurement, under the direction of the Deputy Agency Chief Contracting Officer (DACCO), with substantial latitude for independent judgment, action, and decision making:

- Assists the DACCO in the coordinating, planning, and implementation of Agency contract and procurement activities from pre-solicitation to award and registration of over 3,000 contracts.
- Coordinates with DYCD Program units and human service contractors on the preparation, distribution and collection of contract and procurement documents.
- Ensures technical specifications comply with Citywide regulations.
- Oversees investigations of vendor responsibility and performance.

PREFERRED SKILLS:

- Extensive background in New York City procurement and contract administration.
- Advanced computer literacy
- Experience with the City's procurement management systems; FMS, Vendex, APT
- Ability to perform complex tasks and to prioritize multiple projects
- Excellent oral and written communication skills
- Demonstrated managerial and organizational skills
- Advanced analytical, evaluative, and objective critical thinking skills
- Exceptional interpersonal skills and the ability to interact effectively with Administration leadership

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for Job ID#: **152452**
External Applicants please go to www.nyc.gov/careers
Current City Employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED

If you do not have access to a personal computer, please visit your local public library

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POST DATE: 6/24/2014

POST UNTIL: Filled

Job ID #: 152452

The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.