

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Program Officer II</u>	Salary:	<u>\$32.87 - \$45.13* hourly \$37.80 - \$45.13** hourly</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Special Assistant to ACCO</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Agency Chief Contracting Officer (ACCO) Contract Procurement & Support Services</u>		

Job Description:

Under the direction of the Agency Chief Contracting Officer (ACCO):

- Direct the administration of Human Services and Non-Human Services contracts by overseeing procedures for solicitation, awarding and processing of bids; ensuring contracts comply with oversight agency requirements, e.g., MOCS, OMB, Comptroller, etc. and the City’s Charter and PPB rules.
- Manage the daily activities of the Agency’s Contract Procurement & Supportive Services staff in the absence of the ACCO. Provide training to staff on procurement documents and procedures as necessary to register contracts.
- Supervise staff to oversee the administration of Vendex, vendor information/insurance and contract registration functions using the Financial Management System (FMS), MOCS Automated Procurement Tracking system, and the Department’s ACCESS database and Budget systems.
- Coordinate solicitation processes and conduct pre-proposers’ conferences.
- Spearhead special projects, as assigned by ACCO, including planning and executing reports (using FMS and ACCESS databases) in response to oversight agency and internal requests for contract data.
- Liaison with other DFTA units, e.g., IT, Fiscal, Budget, BCS, etc., to ensure administrative support for contracted agencies and collection and analysis of data needed for contract budgeting and reporting. Attend and represent ACCO office at meetings.

*Non-City rate.

**City incumbent rate.

Minimum Qualifications:

1. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging; or
2. Education and/or experience that is equivalent to “1” above. Experience as described in “1” above may be substituted for education on a year-for-year basis. However, all candidates must: (a) have one year of experience as described in “1” in the field of aging; and (b) possess a four-year high school diploma or its educational equivalent.

Requirements for Assignment Level II

For Assignment Level II, in addition to meeting the qualification requirements above, one additional year of the experience described in "1" above is required.

Preferred Skills:

- Experience and knowledge of City’s Procurement Policy Board (PPB) rules and procedures, both Human and Non-Human Services contracts, with an in-depth knowledge contract life cycles. Familiarity with contract registration systems such as FMS and APT, a plus.
- Experience managing, coaching, and mentoring a team of employees with various degrees of expertise and City service.
- Excellent communication skills (both written and verbal), with strong leadership and analytical skills.
- Experience with Access, Excel and Word skills.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #231135

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#231135

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: February 11, 2016	Post Until: Filled	JVN No. 125-16-22-CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER