

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Agency Chief Contracting Officer ACCO (M-III)</u>	Salary:	<u>Commensurate with experience</u>
Title Code:	<u>82950</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Agency Chief Contracting Officer</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Contract Procurement and Support Services/ACCO</u>			

Job Description:

- DFTA is seeking an Agency Chief Contracting Officer (ACCO) to play a vital role in our agency that is dedicated to working for the empowerment, independence, dignity and quality of life of New York City's diverse older adults and for the support of their families through advocacy, education and the coordination and delivery of services.
- The selected candidate will manage the contracting process within the agency. Under direction of the General Counsel, with wide latitude for independent action and decision making, supervises the Contract and Procurement Unit which manages a large portfolio of contracts. This Unit oversees and directs procurement activities in accordance with the New York City Charter and the Procurement Policy Board Rules. The ACCO will be primarily responsible for overseeing and managing Request for Proposals, Competitive Sealed Bids, and Recommendations for Awards, Contract Registrations, Renewals and Amendment processes, and negotiating terms and prices to maximize value for users.
- The ACCO will work extensively with all the Bureau heads within the agency, advising them on policies relating to the procurement of services, advises the General Counsel about public contract hearings, disputes with contractors and other procurement-related matters, makes responsible decisions and recommends, when appropriate, the need to remove a prospective contractor for award of a contract. The ACCO will also act as the primary liaison to oversight agencies such as the Mayor's Office of Contracts, the Law Department, and the Comptroller's Office. The ACCO will be responsible for advising the Commissioner on the City's Procurement policies.

Duties and Responsibilities:

- Direct all aspects of agency procurement involving acquisition of goods, services and construction through procurement administration, planning, staff training and monitoring. Make responsibility determinations.
- Ensure agency compliance with the NYC Charter, the Procurement Policy Board Rules and any other applicable rules and regulations. Provide clear and helpful technical assistance to the executive and senior staff to ensure the most expeditious handling of procurement actions in compliance with the rules.
- Oversee the timely registration of contracts and the appropriation of funds.
- Advise the Commissioner on all procurement issues requiring decision. Provide clear and informative reports to the Commissioner and General Counsel on all contract matters, setting out all possible options to be taken on issues.
- Undertake initiative and development toward simplifying procurement and initiating cost savings measures.
- Directly manage and advise on Agency's Minority Women-Owned Business participation goals as well as the Mayor's OneNYC initiative.
- Contribute to the development, implementation and management of the agency's redesign of services for older adults.
- Work directly with oversight agencies namely; Law Department, OMB, Mayor's Office of Contracts (MOC) and the Comptroller's Office to obtain various approvals.
- Oversee the maintenance of the agency's contract tracking system.

Minimum Qualifications:

A baccalaureate degree from an accredited college and four years of full-time, satisfactory, professional experience, in purchasing, procurement, contract administration or related field, at least eighteen months of which must have been in administrative managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields.

Note:

Possession of the Certified Public Purchasing Officer (CPPO) certificate issued by the National Institute of Government Purchasing may be substituted for up to one year of the required experience described above. However, all candidates must have the eighteen months of supervisory, administrative, managerial or executive experience as described above.

Preferred Skills:

- Experience managing, coaching, and mentoring a team of employees with various degrees of expertise and City service.
- In-depth knowledge and background of Chapter 13 of the City Charter and the Rules of the Procurement Policy Board.
- Must possess excellent communication skills (both written and verbal) and the ability to negotiate reasonable contract terms on behalf of the agency.
- Proven track record of managing a multi-funded organization.
- Strong leadership and analytical skills.
- Strong work ethic and attention to results.
- Experience driving and managing change.
- Candidate must possess MS Project, Access, Excel, Gant Charts and Word skills.
- Experience and knowledge of City contractual life cycle.

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 #268545

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#268545

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

Posting Date: October 24, 2016	Post Until: Filled	Posting No. 125-17-16 CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER