

**NEW YORK CITY DEPARTMENT FOR THE AGING
2 LAFAYETTE STREET
NEW YORK, NY 10007
JOB VACANCY NOTICE**

JVN 125-10-04 - CW

Position: Deputy Agency Chief Contracting Officer	Salary: Commensurate with Experience
Bureau: Agency Chief Contracting Officer (ACCO)	C.S. Title: Administrative Staff Analyst (M-II)
Unit: Contract Procurement & Support Services	Supervisor: Betty Lee

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 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.
 - Oversee administration of Vendex, vendor information and contract registration functions.
 - Oversee PTI training schedules, recertification of CPPB's, etc.
 - Oversee Agency's Citywide Central Insurance Program.
 - Conduct Pre-Proposers' Conferences.
- ❖ Spearhead special projects, including planning and executing reports (using FMS and ACCESS databases) in response to oversight agency and internal requests for contract data on short notice with immediate turnaround timetables.
 - ❖ Work with program, fiscal and technical staff to design strategies to meet the needs of community based agencies. Attend and represent ACCO office at community meetings.
 - ❖ 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.

Minimum Qualifications:

A master's degree from an accredited college in economics, finance, accounting, business or public administration, management science, operations research, organizational behavior, statistics, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in public administration, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or a baccalaureate degree from an accredited college and four years of professional experience in the areas described above including the 18 months of executive, managerial, administrative or supervisory experience, as described above.

Preferred Skills:

- ❖ Experience in City procurement, both Human and Non-Human Services contracts, with an in-depth knowledge and background of Chapter 13 of the City Charter and the Rules of the Procurement Policy Board.
- ❖ Certified by the NYC Mayor's Office of Contract Services, Procurement Training Institute, as required for NYC Procurement Professionals; or equivalent professional certification and membership in a procurement organization.
- ❖ Experience managing, coaching, and mentoring a team of employees with various degrees of expertise and City service.
- ❖ Must possess excellent communication skills (both written and verbal), with strong leadership and analytical skills.
- ❖ Experience driving and managing change.
- ❖ Possess advanced 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, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department for the Aging (DFTA)

Jeanmarie Weber

Employment Manager, Human Resources

2 Lafayette Street, 9th Floor, New York, NY 10007

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

In addition to submitting a resume, Department for the Aging employees must also submit a bid form.

Be sure to indicate the position for which you are applying.

Dated: August 26, 2009	Post Until: Until Filled
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EQUAL OPPORTUNITY EMPLOYER