Department of Youth & Community Development

In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title

CIVIL SERVICE TITLE: Contract Specialist Level 2	**TITLE CODE NO.:** 40561-02
OFFICE TITLE: Contract Specialist	**SALARY:** $43,112 to $66,581 (Annual)
DIVISION/WORK UNIT: Contract Procurement	**WORK LOCATION:** 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	**NUMBER OF POSITIONS:** 1

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 Contract Specialist with the Office of Procurement, under the direction of the Assistant Deputy Agency Chief Contracting Officer, with some latitude for independent judgment, action, and decision making,

- Assists the Assistant 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.
- Collects and prepares documentation for investigations of vendor responsibility and performance.

PREFERRED SKILLS:

- Ability to multi-task in a fast paced environment
- Computer literate with working skills in Microsoft Word and Excel
- Excellent communication and interpersonal skills
- Detail-oriented and team player
- FMS knowledge, APT knowledge, VENDEX

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or

2. A four year high school diploma or its educational equivalent and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or

3. Education and/or experience equivalent to **"1"** or **"2"** 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 the Job ID
#125902
External Candidates please go to www.nyc.gov/careers
Current NYC 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 library

POST DATE: 8/14/2013	**POST UNTIL: FILLED**	**JOB ID: 125902**

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