

JOB VACANCY NOTICE

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| CIVIL SERVICE TITLE: Contract Specialist, Level II | TITLE CODE NO.: 40561-02 |
| OFFICE TITLE: Contract Specialist, Level II | SALARY: \$45,838-\$61,585 (\$39,859 with less than two years of City service) |
| DIVISION/WORK UNIT: Procurement | WORK LOCATION: 156 William Street, NY, NY 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 (DACCO), with some latitude for independent judgment, action, and decision making,

- Supports 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.
- Receive and review prequalification applications to determine eligibility of vendors seeking Discretionary funding.
- Coordinates with DYCD Program units and vendors on the preparation, distribution and collection of contract and procurement documents.
- Reviews vendor budgets and worksopes for compliance with DYCD fiscal and programmatic requirements
- Collects and prepares documentation, utilizing the City's VENDEX system, for investigations of vendor responsibility.
- Utilizing the City's FMS system, prepares contract packages for submission to the Comptroller's Office for registration.
- Conducts on-site monitoring of contractual compliance.
- Documents vendor's annual performance evaluations
- Ensures technical specifications comply with Citywide specifications

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

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.
<<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner
Office of Support Services
NYC Department of Youth and Community Development
156 William Street, 3rd Floor
New York, New York 10038
Or e-mail Opportunities@dycd.nyc.gov
Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

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| POST DATE: 1/14/09 | POST UNTIL: Until Filled | JVN #: 261-09-029 |
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