

PROJECTS AND CONTRACTS MANAGER

The New York City Law Department is seeking a Litigation Support Projects and Contracts Manager. The Department is one of the largest law offices in New York City and one of the largest public law offices in the country. The Department's 650 lawyers handle more than 90,000 cases and transactions each year. The Department's attorneys represent the City on a vast array of civil litigation and in the criminal prosecution of juveniles. The Department also counsels the Mayor, elected officials, the City and all its agencies.

JOB DESCRIPTION

- Intake and tracking of cases & other Litigation Support projects (e.g. from evidence acquisition to vendor processing to Summation/Ringtail).
- Assists Litigation Support Director with allocation of workload and project deadlines.
- Quality control of vendor work product and invoicing.
- Drafts Statements of Work.
- Supervises Litigation Support Analysts / Technicians

QUALIFICATION REQUIREMENTS

A) *A J.D.;*

B) *OR the below qualifications:*

- 1) A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, 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 personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, 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
- 2) A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED REQUIREMENTS

- Minimum of three years in a Litigation Support environment, with at least two years of project management experience; experience as supervisor also a plus.
- Experience with Microsoft Project.
- Experience in contract / vendor management.
- Experience with image capture and Summation/Ringtail load files.
- Good oral and written communication skills.
- Litigation Support writing sample.
- Hands on experience and strong technical skills with the following applications: Adobe Acrobat; Microsoft Office (Outlook, Access, Excel, Word, and PowerPoint); document management systems (e.g. Interwoven's Worksite).

Salary commensurate with experience.

Send resume, litigation support-oriented writing sample, salary history and requirements, and cover letter to:

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