



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 172993 **# of Positions:** 1
Business Title: Contracts Manager
Civil Service Title: ADMINISTRATIVE PROJECT MANAGER
Title Code No: 83008 **Level:** M2
Proposed Salary Range: \$ 54,740.00 - \$146,276.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

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Job Description

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

Under the direction of the Assistant General Counsel, the Contracts Manager will be responsible for managing consultant, contractor and City staff in the administration of all procurement and contract activities related to the revitalization and recovery process. The selected candidate will:

- Provide guidance and assistance to HRO staff working on Job Order Contracts ("JOCS").
- Provide professional guidance to program staff, contractors, and consultants involved in the execution of project deliverables.
- Draft and obtain approvals for contract amendments and/or change orders. Review subcontractor requests, including MWBE's.
- Assist in the negotiation of consultant and other contracts and prepare and draft final contract documents.
- Provide guidance to agency staff on contract preparation for bids.
- Review and approve contracts as delegated by the Office of the General Counsel.
- Assist in the preparation of RFP's and other solicitation documents.
- Provide guidance and assistance to ACCO staff to expedite procurement and contract registration.
- Draft amendments for the job order contracts (liaise with the Law Dept. for approval of amendment)
- As directed, assist ACCO and Legal Office in responding to disputes on both DEP and Build it Back contracts ("BIB").
- Provide general advice to agency staff on procurement, payments, MWBE, labor and other issues affecting ACCO operations and procurement.
- Any contracts related special projects as assigned by the senior staff at BiB

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

Preferred Skills

1. Knowledge of Project Management, Construction, and Contract Administration.
2. Ability to effectively communicate and deal with engineers, inspectors, consultants, contractors, vendors, other agencies and the public.
3. Proficiency in oral and written communication skills as well as experience in writing and reviewing contract specifications for major public works projects.
4. Working knowledge of NYC Payments/Audit procedures; familiarity with NYC Comptroller's Directives and policies issued by OMB and Mayor's Office of Contracts.

Additional Information

This is a long-term temporary grant funded position with an estimated duration of two (2) years.

To Apply

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

Residency Requirement

New York City Residency is not required for this position

POSTING 10/28/2014
DATE:

POST UNTIL: 11/12/2014