



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 169262 **# of Positions:** 1
Business Title: Contract support
Civil Service Title: ADMINISTRATIVE STAFF ANALYST (
Title Code No: 1002A **Level:** 00
Proposed Salary Range: \$ 56,937.00 - \$ 88,649.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy Housing Rehab

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Job Description

The Contract support position will manage the subcontractor approval process on behalf of the Housing Recovery Office. They will also work with the CYOC Project Manager to support the application review of the CYOC program. They will perform application and contract review and correspond with contractors on a daily basis.

Responsibilities:

- Subcontractor approval:
 - o Liaison with Mayor's Office Contract Services, General Contractors and subcontractors, Dept. of Environmental Protection, and Small Business Services (M/WBE and Labor Services)
 - o Maintain subcontractor tracking list and track MWBE Compliance
 - o Prepare Bi-weekly subcontracting report for the ACCO
 - o Participate in BIB M/WBE community outreach as necessary
- CYOC Application Review:
 - o Review contractor applications for "Choose Your Own Contractor" program, including tracking registrants, conducting internet background checks, and liaising with Department of Consumer Affairs and Department of Investigation.
 - o Review insurance and bonding documents with applications
 - o Communicate regularly with contractors on their application status
 - o Issue approval letters for CYOC contractors and track incoming contracts
- Review invoices for and process payments for CYOC and JOC contractors
- Section 3 compliance tracking as needed
- Other ministerial tasks as needed

Minimum Qual Requirements

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, 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 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 Skills

- The ability to manage and track multiple requests
- Knowledge of City procedures (preferred)
- Experience working with client management or other tracking software
- Minimum of 1 year work experience in a related field
- Proficiency in Microsoft Excel
- Strong written and oral communication skills

Additional Information

** This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To Apply click "Apply Now"

NYC DEP is an Equal Opportunity Employer

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING 09/25/2014
DATE:

POST UNTIL: 10/08/2014