



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 173039 **# of Positions:** 1
Business Title: AGC Contracts Attorney
Civil Service Title: AGENCY ATTORNEY
Title Code No: 30087 **Level:** 01
Proposed Salary Range: \$ 53,181.00 - \$ 81,189.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

[Return to Previous Page](#)

[Switch to Internal View](#)

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 Deputy General Counsel, the Assistant General Counsel 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 technical assistance to contractors and Agency staff in interpreting contract performance standards and compliance and contract/budget modifications or amendments; Agency procedures, legal mandates, and other rules and regulations;
 - Assist in contract negotiations and prepare and draft final contract documents including fair and reasonable analyses;
 - Collaborate with audit staff in the development and maintenance of audit mechanisms to evaluate and monitor the contractor's performance.
 - Ensure vendor compliance with all applicable contract requirements and performance standards
 - Development and maintenance of contract budgets
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- Manage invoice review process, working closely with Program staff to resolve any payment issues timely
 - Provide a secondary review of invoices when appropriate and resolve any payment issues timely and recommend non-payment when appropriate
 - Ensure that all required approvals are obtained; appropriate documentation for the project is maintained prior to any processing of payment; and final information properly coordinated
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- Coordinates and oversee a portfolio of procurements from solicitation planning to registration with the Comptroller's Office;
 - Track procurement packages and secure approvals by agency, NYC Law, Mayor's Office of Contracts and Office of Management and Budget of all related documents until final award is completed.
 - Provide technical assistance to ensure the most expeditious handling of procurement actions in compliance with the rules;
 - Ensure procurement is in compliance with the NYC Charter, PPB Rules, CDBG regulations, and other applicable rules and regulations.
 - Any contracts related special projects as assigned by the senior staff at Build It Back

Minimum Qual Requirements

1. Admission to the New York State Bar; and either "2" or "3" below.
 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
 3. Six months of satisfactory service as an Agency Attorney Interne (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Preferred Skills

1. Knowledge of Contract Administration
2. Excellent judgment and the ability to work independently with little supervision.
3. Ability to effectively communicate and deal with engineers, inspectors, consultants, contractors, vendors, other agencies and the public.
4. Proficiency in oral and written communication skills as well as experience in writing and reviewing contract specifications for major public works projects.
5. Working knowledge of NYC Payments/Audit procedures; NYC Procurement Policy Board Rules; 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 up to 18 months.****

To Apply

To apply click "Apply Now"

The NYCDEP 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 10/28/2014
DATE:

POST UNTIL: 11/12/2014