



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID:	196726	# of Positions:	1
Business Title:	Senior Contracts/Procurement Manager		
Civil Service Title:	ADMINISTRATIVE PROJECT MANAGER		
Title Code No:	83008	Level:	M1
Proposed Salary Range:	\$ 51,757.00 - \$142,430.00 (Annual)		
Work Location:	250 Broadway, N.Y.		
Division/Work Unit:	Sandy Program Management		

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Job Description

The mission of the Housing Recovery Office (HRO) is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing. Reporting to the Deputy Director for Administration, the Senior Contracts/Procurement Manager will have considerable latitude for independent judgment, action, and decision making. In consultation with Legal and Programs, s/he will be responsible for reviewing procurement and contract documents (i.e. Certificate to Proceed, Change Orders, Request for Proposals, etc.), monitoring spending against approved contract encumbrances, reviewing statistical budgetary data, and preparing performance metric summary reports and analyses.

Major responsibilities include:

- Oversees the coordinating, planning, and implementation of Agency contract and procurement activities from pre-solicitation to award and registration of over \$2.4B in case management, design, construction, and other Build it Back vendor contracts that reside in multiple City agencies.
- Coordinates with the various HRO program units on the preparation, distribution and collection/tracking of contract and procurement documents.
- Serves as a liaison with the Mayor's Office of Contract Services and the Comptroller's Office.
- Represents the Agency at public forums and pre-proposal conferences.
- Analyzes current procedures and implements strategies to streamline contract procurement and amendment workflow creating a more efficient and effective operation.
- Advises Executive and senior leadership concerning challenges raised by contractors, and other procurement matters.
- Monitors and enforces compliance with Chapter 13 of the City Charter and the NYC Procurement Policy Board Rules.
- Oversees investigations of vendor responsibility and performance.
- Administers training for contracting procurement staff.

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

- Experience working on federally funded HUD/CDBG-DR projects.
- Background in City procurement and contract administration, including City systems, including, but not limited to FMS and APT.
- Experience with coordinating and integrating multiple data systems that track, in whole or in part, the administration of City contracts.
- Ability to perform complex tasks and to prioritize multiple projects.
- Excellent oral and written communication skills.
- Demonstrated managerial and organizational skills.

- Advanced analytical, evaluative, and objective critical thinking skills.
- Exceptional interpersonal skills and the ability to interact effectively with Administration leadership.
- Commitment to promoting a fair and open competitive solicitation process
- Proficient in Microsoft Word, Excel and Outlook.

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 City of New York is an Equal Opportunity Employer

Residency Requirement

New York City Residency is not required for this position

**POSTING 06/11/2015
DATE:**

POST UNTIL: 06/24/2015