

**City of New York
Department of Information Technology and Telecommunications
Job Vacancy Notice**

Civil Service Title: Administrative Staff Analyst	Level: M5
Title Code No: 10026	Salary: \$74,988/\$80,868 - \$175,000
Office Title: Associate Commissioner for Vendor Management and Citywide Contracts	Work location: Manhattan
Division/Work Unit: Administration	Number of Positions: 1

Hours/Shift: Day - Due to the necessary management duties of this position in a 24/7 operation, candidates may be required to be on call weekends and/or evenings.

Job Description

(New York City Residency required within 90 days of appointment)

Reporting directly to the Deputy Commissioner for Financial Management and Administration, the successful candidate will serve as Associate Commissioner for Vendor Management and Citywide Contracts.

Vendor Management responsibilities will include: Develop and implement strategic sourcing and vendor relationship strategies for DoITT. Direct the Vendor Management Program, serving as the agency's point of contact for interacting with principles/leadership from all primary vendors, including regular strategy and planning sessions to ensure that IT vendor resources at DoITT and throughout the City are being used most effectively and cost-efficiently; examining vendor relationships from an enterprise level; examining current procedures related to vendor-accountability; establishing a vendor code of conduct; introducing new best practices to ensure the highest standards are being met in the Agency's contractor relationships and increase transparency in the development of technology systems and services; managing the on-boarding, activity tracking and off-boarding of vendors, consultants and IT professional service providers; developing and overseeing a performance evaluation tracking and reporting protocol, standards and minimum acceptance criteria for service levels and project deliverables and implementing necessary corrective actions.

Citywide Contracts responsibilities will include: managing and overseeing staff responsible for delivering contract support services for Citywide Information Technology contracts; interfacing with agencies and OMB to ensure that contracts are appropriately utilized and that contract procedures and timelines are maintained; reporting on contract utilization, assessing/addressing risk reports and developing requirements for new contracts; overseeing the cost-effective, efficient management of activities including tracking of contracts and needs assessment for future procurements; managing relationships with oversight agencies, including the Mayor's Office of Contracts, the Comptroller's Office, the Office of Management and Budget, and the Law Department as well as internal partners including the Agency's Chief Contracting Unit; chairing user group meetings; overseeing Citywide Contractor/Agency relationships; ensuring contractor knowledge of City policies and procedures; monitoring contracts for compliance with City regulations; monitoring timeliness and quality of deliverables; overseeing the timely and accurate completion of contract reporting requirements to oversight agencies; and managing special projects as needed. The position's responsibilities include commitment to and compliance with the City's EEO policy.

Qualification 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, 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 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.

Essential Skills

The preferred candidate should possess the following: More than 7 years of experience including managing large, multiple, cross-functional team(s) and project(s) and influencing senior management and key stakeholders. Experience with vendor relationship management, contract negotiation, contract administration, and project or asset management in a technology environment. Proven vendor management and/or contract administration experience. ability to manage technical and non-technical resources; experience with forecasting and financial and statistical analysis; experience reviewing and creating business/technical documentation (procedures, business processes system models, test results, etc.); knowledge of business principles, and the techniques of administration, organization, and management of complex, integrated technology systems environments; strong written and verbal communication skills; excellent organization, presentation and facilitation skills; ability to handle multiple tasks under tight deadlines; and the ability to interface with executive level management and give senior level presentations. Preferred but not required background includes familiarity with NYC procurement rules and procedures issued by the Procurement Policy Board (PPB) and the City's Vendor Information Systems (Vendex).

To Apply:

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 75 Park Place - 9th Floor - New York, NY 10007

-or-

e-mail to EXEcrecruit@doitt.nyc.gov (indicate 'JVN 3001 – Associate Commissioner Vendor Management' in subject line)

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Post Date: March 25, 2011	Post Until: Filled	JVN: 858-2011-3001
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The City of New York is an Equal Opportunity Employer