



## Silver Stars Position Title: Procurement Officer

The Silver Stars Program offers retired City employees the opportunity to work part-time on project-based assignments at a City agency. Through [Section 212 of the New York State's Retirement and Social Security Law \(RSSL\)](#), a retired City employee can earn up to \$35,000 on a calendar basis (January through December) and continue to receive full pension benefits, health care insurance, and possibly Social Security benefits.

Silver Stars offers you the opportunity to phase into retirement by giving you the means to supplement your income while maintaining a productive, social, and vibrant lifestyle without the demands of full-time employment. Phased retirement also allows you to support organizational growth by sharing your knowledge and experience with those just beginning their careers.

Learn more about Silver Star [here](#). If you have questions about program or your eligibility, email [silverstars@reserveinc.org](mailto:silverstars@reserveinc.org).

To apply, submit your resume and cover letter to [HR-MOERJ@equityoffice.nyc.gov](mailto:HR-MOERJ@equityoffice.nyc.gov) by February 10, 2026.

## The Agency You'll Join

The NYC Mayor's Office of Equity & Racial Justice (MOERJ) was established in October 2023 as the City of New York's centralized agency to advance equity. Our mandate is rooted in a simple but powerful belief that every New Yorker deserves the chance to live, work, and thrive with dignity.

To realize that vision, MOERJ brings together several key initiatives and offices, including the NYC Commission on Gender Equity (CGE), NYC Her Future (NHF), the NYC Young Men's Initiative (YMI), and the NYC Unity Project (UP), as well as cross-agency bodies like the NYC Pay Equity Cabinet (PEC) and the NYC Taskforce on Racial Inclusion & Equity (TRIE). Together, we create a unified framework for addressing the many ways inequity shows up in daily life.

## The Problems You'll Solve

The Mayor's Office of Equity & Racial Justice seeks an experienced, talented, and highly motivated City retiree to serve as our Silver Stars Procurement Officer. This is a part-time, project-based position for up to one year.

Under the general direction of the Chief Administrative Officer, the Procurement Officer will be responsible for:

- 1. Day-to-day procurement of goods and services:** (1) process all procurement and contract actions, including project development, writing, and releasing solicitations, reviewing proposals, processing documents such as pre-solicitations reports, public hearing submissions, City Record ads, recommendations for award, vendor responsibility determinations and registering of contracts with Comptroller; (2) oversee evaluation of contractors and provide technical assistance to contractors to facilitate appropriate oversight approvals and clearances.

2. **Procurement guidance:** (1) work with executives and staff to identify the most effective procurement methods to meet project needs; (2) assist with the development of the Office's procurement strategies and policy; and (3) evaluate the Office's procurement process and make recommendations for improvement.
3. **Training:** Develop and provide training to enhance procurement knowledge and policy understanding and to ensure compliance with agency guidelines and standards.
4. **Tracking and compliance:** (1) Ensure citywide procurement policies are followed in contract processing, including M/WBE compliance; (2) Develop procedures, manuals, and templates for procuring goods and services; and (3) Develop and maintain procurement and contract management tracking tools.
5. **Other duties as assigned based on organizational need:** Attend procurement-related trainings and meetings with internal and external stakeholders as needed.

## About You

- A baccalaureate degree from an accredited college.
- At least 5 years of relevant experience in a NYC agency performing purchasing, procurement, or contract administration function, including at least 3 years serving in a managerial or executive capacity.
- Proficiency with Microsoft Office 365 Suite.
- Familiarity with various Citywide procurement-related systems, including Financial Management System (FMS), PASSPort, Small Business Services' M/WBE Online Directory, and various internal systems for managing procurements.
- Strong working knowledge of all procurement rules and procedures including the Procurement Policy Board (PPB) Rules, NYS Office of General Services, Federal Acquisition Regulations, NYC Comptroller's Directives, the New York City Charter, and state and local laws as it relates to the procurement oversight approval process.
- Demonstrated knowledge of the City's M/WBE Program.
- Certification with the City's Procurement Training Institute obtained within the last 5 years is a plus.
- Certified Public Purchasing Officer (CPPO) certificate issued by the National Institute of Government Purchasing or similar professional procurement certification is a plus.
- Strong analytical and organization skills.
- Excellent writing, interpersonal, customer service, and presentation skills. Technical skills and project management skills are a plus.
- Demonstrated experience in developing and/or instituting complex planning processes.
- Demonstrated capability in prioritizing big picture tasks, as well as attention to detail to ensure that day-to-day projects align with a broader strategy.
- Demonstrated commitment to diversity, inclusion, equity, and accessibility.

## Additional Information About this Role

**Work Structure: (Onsite/Hybrid/Remote):** Hybrid

**Project Duration (Start / Complete dates):** 3/1/26 to 2/26/27

**Work Hours per Week (cannot exceed 29.5 hours):** 10-15 hours

**Work Hours and Days:** Tuesday – Thursday, 10 am to 2 pm

**Work Location:** 59 Maiden Lane, New York, NY 10038

**Wage:** \$60-\$72 per hour, commensurate with experience and expertise.