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## **FULLTIME POSITION: CONTRACT MANAGER – DISCRETIONARY MANAGEMENT FINANCIAL MANAGEMENT AND ADMINISTRATION DIVISION**

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### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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### **Job Description:**

Contract Manager will work closely with the Contracting Officers to monitor compliance of community partners tasked with advancing Discretionary program objectives. The Contract Manager shall act as the SBS liaison with community partners to develop and monitor contract requirements. The Contract Manager shall also undertake related special projects and other duties as assigned or initiated.

The **Contract Manager** is expected to monitor compliance of community partners with program objectives. In addition, the Contract Manager will act as SBS liaison and outline contract requirements. Responsibilities will include but not limited to:

### **Contract Management**

- Initiate and manage the end-to-end contract management process for contracts within the portfolio as described above. Process steps include scope development, registration, monthly review and payment on requisitions, close outs, etc.
- Ensure timely communication and coordination of events and training requiring SBS staff representation.
- Maintain frequent communication with community partners to monitor performance and provide timely resolution of issues.
- Identify and escalate red flags issues that negatively impacts the timely registration of contracts
- Maintain files on all contracts and correspondence.
- Develop appropriate scope(s) of work and metrics for the Unit contracts in coordination with the Unit's Program team as well as SBS Legal
- Assist in compiling progress reports for senior staff.
- Work with Contract Officers on Council Discretionary awards through all phases up to contract registration.

### **Contract Evaluation**

- Assist in the creation of year-end contract reports.
- Conduct community partners' performance evaluations.
- Review submitted financial and performance reports for approval.

### **Preferred Skills:**

- At least one (1) year of successful managing performance-based contracts in the not-for-profit or government sector.



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- Knowledge of public accounting in government or not-for-profit environment is a plus.
- Highly developed collaboration skills and ability to balance broad program goals with follow-through required of New York City contracts.
- Strong working knowledge of Microsoft Word, Excel, Access, PowerPoint, and Visio.
- Capable of working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments.
- Strong presentation, writing, and communications skills.
- The ability to conduct and facilitate interviews, workshops, process overviews, and meetings with subject matter experts with a diverse array of Agency and Community Stakeholders.
- The ability to actively listen and synthesize disparate viewpoints into a shared plan of action.
- A proven ability to meet project goals and objectives of complex client engagements.
- Excellent research, analytical and problem solving skills required..
- Experience with managing, coordinating and overseeing small to large events.

#### **Qualifications:**

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law.

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#### **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line: **Contract Manager** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**Internal candidates:** please email your resume and cover letter including the following subject line: **Contract Manager** to: [HRHELP2@sbs.nyc.gov](mailto:HRHELP2@sbs.nyc.gov)

#### **ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: 365659

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: 365659

#### **Salary range: Commensurate with Experience**

**NOTE:** Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment.  
If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038