



## Full Time/Contract Position

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### CONTRACT SPECIALIST – DEFO

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#### **AGENCY DESCRIPTION:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. With a staff of 300 employees and a budget of \$190 million, SBS is quickly becoming one of the most respected and dynamic agencies in the City. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

#### **Division of Economic & Financial Opportunity (DEFO)**

DEFO is responsible for encouraging a competitive and diverse New York City business environment by promoting the growth and success of minority-owned, women-owned, and other small businesses looking to grow through government contracting. New York City's Minority- and Women-owned Business Enterprise (M/WBE) program is designed to help these historically underserved groups become more competitive and ensure their meaningful participation in the government procurement process. DEFO also manages a federally-funded Procurement Technical Assistance Center.

#### **JOB DESCRIPTION:**

SBS seeks to hire a Contract Specialist (This is a full-time contract position estimated to run approximately nine months.) who will work closely with the Director for Education and Training to monitor compliance of community partners in meeting DEFO's program objectives. The Contract Specialist will act as SBS' liaison and outline contract requirements. The Contract Specialist shall also undertake related special projects and other duties as assigned. Core duties and responsibilities include:

#### **Contract Registration**

- Coordinate and work closely with the agency's procurement and legal departments to make sure vendors adhere to City contract regulations in the registration of their contracts and submit the required documents.
- Assist in the preparation of scope of service and budget. Work closely with the vendors to outline the terms, conditions and reporting requirements of their contracts

#### **Contract Management**

- Ensure contractual compliance and monitor contract progress against established deliverables
- Serve as the liaison between vendors and SBS' fiscal department fiscal reports and payments
- Ensure timely communication and coordination of events and training requiring SBS staff representation
- Ensure all outreach and marketing communications are co-branded according to the agency guidelines
- Maintain frequent communication with vendors to understand performance and provide timely resolution of issues
- Maintain files on all vendor contracts and correspondence
- Assist in compiling progress reports for senior staff

#### **Contract Evaluation**

- Assist in the creation year-end contract reports
- Conduct performance evaluations

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### **PREFERRED QUALIFICATIONS/SPECIAL SKILLS/AREAS OF SPECIAL STUDY:**

The Ideal Candidate will have:

- At least three years experience managing contracts either in the not-for-profit or government sector
- Strong interpersonal and communication skills, including verbal and written communication with a diverse constituency
- Highly developed collaboration skills and ability to balance broad program goals with follow-through required of New York City contracts
- Knowledge of public accounting in government or not-for-profit environment is a plus

### **QUALIFICATION REQUIREMENTS:**

1. A master's degree is desirable from an accredited college in business or public administration, management science, operations research, organizational behavior, urban studies, or related field.
2. Must have a baccalaureate degree from an accredited college and one and a half years of full-time satisfactory experience in one or more of the following: strategic planning, change management, statistical analysis, legal or public policy oversight/regulation.

This is a full-time contract position estimated to run approximately nine months subject to funding.  
Salary range for this position is based on an annualized salary of \$40,000 - \$45,000.

To apply, **please email** your resume and cover letter including the following subject line:

**Contract Specialist** to:

**[careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

***Please indicate in your cover letter where you heard about this position.***

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

**NOTE:** ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**