



Full Time Position

DIRECTOR OF CONTRACT MANAGEMENT, AVENUE NYC

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.

The District Development Unit supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 64 Business Improvement Districts (BIDs), SBS' District Development unit oversees the provision of almost \$100 million in services annually. District Development also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs (comprehensive economic development planning, business attraction efforts, district marketing campaigns, BID formation initiatives, and other economic development activities) in all five boroughs.

JOB RESPONSIBILITIES:

The District Development Unit is seeking a Director of Contract Management to oversee the contract management process for all Avenue NYC and City Council discretionary contracts for economic development organization working throughout New York City. The Director will work with contract management staff and liaise with staff from the Legal, Procurement and Fiscal units throughout the grant management process. In addition, the Director of Contract Management will be responsible for directly managing a select group of contracts participating in the Avenue NYC program.

Responsibilities include but are not limited to the following:

- Oversee and enhance the contract management process for all Avenue NYC and City Council discretionary contracts
- Manage and direct all communications with awardees regarding the contract management process, developing instructions, trainings, templates and trainings for all awardees
- Oversee the contract management process for select Avenue NYC recipients, including scope development, contract registration, payment request and compliance
- Evaluate program performance and assist with a mid-year evaluation of the local development corporations participating in the program; compile periodic reports of program accomplishments
- Serve as a representative of the Mayor's Office on select Business Improvement District boards
- Assist with the annual Avenue NYC application review process
- Review funding applications and making funding recommendations annually for Avenue NYC applicants, work to improve the overall grant management process, and oversee programmatic components on the initiative.

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PREFERRED SKILLS/KNOWLEDGE:

The ideal candidate will have demonstrated success driving and implementing large-scale initiatives, and will have:

- Strong organizational and project management skills
- Ability to organize and drive projects to timely completion – through coalition and consensus building
- Ability to actively listen to and synthesize disparate viewpoints into a shared vision
- Strong work ethic, attention to detail and a desire to improve the effectiveness and quality of services delivered to communities in the City of New York
- Experience planning, implementing, and managing projects involving diverse stakeholders
- Outstanding presentation, writing, and communications skills
- Outstanding analytic, problem-solving, and creative thinking abilities
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, and MS Outlook skills
- Knowledge of New York City neighborhoods and/or geography desirable
- Foreign language skills a plus

QUALIFICATION REQUIREMENTS:

- A master's degree from an accredited college in urban planning, business or public administration, marketing, economics, finance, management science, political science, urban studies or a closely related field.
- Two – three years of satisfactory full-time professional experience relevant to the work outlined above, and a bachelor's degree.

Salary range for this position is: \$60,000 - \$68,000 per year

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

Director of Contract Management – Avenue NYC to:

careers@sbs.nyc.gov

If you do not have access to email, please mail a 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