

MAYOR'S OFFICE OF CONTRACT SERVICES

PROJECT MANAGER – SOURCING & PROCUREMENT

JOB NUMBER: 00002

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) has compliance and oversight responsibility of the NYC sourcing and procurement process. MOCS assists City agencies to achieve their programmatic goals, provides technical and legal assistance, and works to improve contract management practices. MOCS currently utilizes a custom Documentum-based system to manage the workflow, documentation, approvals and data of relevant sourcing and procurement activities. The goal of this project will be to improve the existing system and processes.

JOB DESCRIPTION: Under the direction of the Deputy Director and Program Manager, with latitude for independent judgment, the Project Manager will be responsible for overseeing various workstreams of the program. Principal duties and responsibilities are to perform or manage the performance of:

- Requirements collection, analysis and documentation for all functional and technical aspects of enterprise software systems including alignment with enterprise standards and maximizing the value of off-the-shelf components;
- Procurement of products and vendors including documentation of requirements, release of requests for proposals (RFx), evaluation and selection;
- Project plan development that includes all aspects of scope, schedule, budget, quality, communication and risk management;
- Estimate collection and validation to ensure budgets and schedules are realistic and reliable;
- Risk identification, analysis and mitigation planning to clearly communicate opportunities and threats to stakeholders to reduce probability and minimize impact;
- Solution design based on functional and technical input from various sources to support timely and cost-effective implementation while addressing sustainable long-term support, platform maintainability and agency/city technology roadmaps;
- Software development life cycle management (SDLC) and alignment to ensure success.
- Change management and implementation of process improvements;
- Critical path and dependency management to ensure tasks and milestones are completed in a timely manner and variances are escalated appropriately;
- Vendor management and other resource procurement including preparation of requests for bids, bill of materials, contracts, statements of work and deliverable acceptance;
- Quality control and management of various testing methodologies and tools to verify performance and quality of deliverables;
- Periodic reports of relevant, compelling, and succinct project information and metrics for presentation to executive management;
- Risk analysis and monitoring to ensure stakeholders understand and respond appropriately with proactive and constructive solutions;
- Change control for project, schedule, budget and acceptance criteria to ensure the project team and stakeholders are fully aware and expectations are aligned;
- Reviewing and assessing a high volume of complex and diverse procurement submissions of an assigned set of City agencies, including pre-solicitation reviews and contract awards,

- making appropriate recommendations for approval and/or follow-up actions, and maintaining appropriate records and reports on actions taken and status; and
- Conducting analyses of procurement data and patterns for the assigned set of agencies; utilizing and updating the Office's automated contract review tracking systems.

REQUIRED SKILLS AND/OR QUALIFICATIONS:

- A mix of private sector and public sector experience at federal, state or large municipal government levels.
- Experience in leading and implementing vendor/COTS solutions.
- Consulting experience from an external or internal source working on discreet projects with a defined scope, schedule and budget.
- Procurement experience managing end-to-end activities including budget justification, vendor engagement, market research, cost-benefit analysis and contract negotiation.
- Portfolio management experience supporting strategic alignment, stakeholder engagement, and prioritization.
- Proven experience in managing projects in multiple-entity environments (multiple agencies, business partners, etc.).
- Experienced with formal SDLCs and business analysis methodologies; Working knowledge of business analysis documentation standards for web content management systems.
- Excellent oral and written communication/soft skills and the ability to clearly articulate to all project members and stakeholders; must be a team player who works well with technical and non-technical resources.
- Must take initiative, be a decisive decision-maker and show confidence in decisions made.
- Must be able to take strategic direction from executive management and participate in strategic planning activities throughout the lifetime of the project.
- Must be able to see tasks through to completion without significant guidance.
- Experience using standard project tools including MS Project, PowerPoint, Visio, and Excel.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Advanced education in computer science, information technology and related engineering fields.
- Experience in projects related to Sourcing / Procurement processes and functionality.
- Experience using requirements and/or testing management tools (e.g. CaliberRM, HP QualityCenter, and Atlassian JIRA).
- Experience in leading and implementing vendor/COTS solutions in the functional domains of workflow and rules engines, document management.
- Experience with leading and/or managing critical aspects of a Portfolio or Project Management Office (PMO) including strategy alignment, capacity management, benefit-cost (ROI) analysis, evaluation and KPI analytics, prioritization and interdependency evaluation, roadmap development and risk management.
- Certifications in project management (e.g. PMP), analysis (e.g. RUP), development (e.g. Agile) or governance (e.g. CMMI) methodologies.

SALARY: \$78,000 to \$110,000

TO APPLY: Submit a cover letter and resume: <https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fed>. In the section, "Position", please insert the "Job Number." This number (which is **00002**) is located directly underneath the Office Title, located on the upper portion of this announcement. Please be advised that your application will only be registered if you have inserted this Job Number.

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers