

MAYOR'S OFFICE OF CONTRACT SERVICES

M/WBE PROGRAM ANALYST

JOB NUMBER: 00003

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) supports the procurement activities of City agencies; maintains a comprehensive contract information system known as VENDEX; provides online access to public contract information through its Public Access Center; directs the City's procurement reform, streamlining and new technology efforts; fosters contacts with the vendor community; implements policies related to procurement including the City's Minority and Women Owned Business (M/WBE) program and administers public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure releases.

JOB DESCRIPTION: The incumbent will report to the Deputy Director of Policy and Programs and with wide latitude for independent judgment will perform the following job responsibilities, which include and are not limited to:

- As part of a team, oversee the compliance of the City's M/WBE Program. Collaborate with team members to develop strategies for increased citywide M/WBE utilization, routine agency monitoring and contract compliance. Work closely with the Department of Small Business Services (DSBS) and the Mayor's Office to devise and implement strategic plan for meeting citywide programmatic goals;
- Act as the liaison, and provide technical assistance, guidance and support to the Agency Chief Contracting Officers (ACCOs) and other key procurement staff of Mayoral agencies in implementing the City's M/WBE program requirements, including telephone discussions, email communications and meetings to review and follow-up on individual submissions and/or related procurement issues while maintaining appropriate records and reports;
- Review and assess diverse procurement submissions of Mayoral agencies, including pre-solicitation reviews for M/WBE compliance; and making appropriate recommendations for approval and/or follow-up actions to procurement staff;
- Administer and process procedural M/WBE requirements including waivers, modifications and non-compliance findings;
- Collect, manage and analyze data to monitor agencies for compliance with M/WBE procurement requirements;
- Prepare quarterly reports and responding to information requests regarding M/WBE compliance;
- Provide trainings to ACCO staff and vendors regarding M/WBE compliance; and
- Perform special projects and analyses as assigned, representing the Office at interagency meetings and prepare relevant reports.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- A master's degree from an accredited college or university in economics, business or public administration, management science, operations research, organizational behavior, industrial psychology, statistics, sociology, political science, mathematics or public policy or a closely related field; with at least one (1) year of related work experience, **or**
- A baccalaureate degree from an accredited college and two years of demonstrated equivalent experience in program administration, research, management, analytical work, community work or community activities.
- Experience in public policy analysis and program implementation.
- Strong quantitative and problem-solving skills.
- Proficiency in Excel and Access.
- Ability to take initiative, prioritize duties, problem solve, work independently and within a team environment, pay close attention to detail, meet deadlines, do appropriate follow-up, work well under pressure and maintain an enthusiastic work ethic. This includes maintaining a positive and helpful attitude and a proven capacity in project management skills, including organizing and strategic planning.
- Ability to think outside of the box.
- Excellent written and oral communication skill.
- Ability to interface with all supervisory and frontline staff, including senior management and other respective stakeholders both in and outside government.
- Interest in New York City, procurement, policy and/or operations, a plus.

SALARY: \$45,000 - \$55,000

TO APPLY:

Submit a cover letter and resume:

<https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefd>. In the section, "Position", please insert the "Job Number." This number (which is **00003**) 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