MAYOR'S OFFICE OF CONTRACT SERVICES

PROCUREMENT LEAD
JOB NUMBER: 11823

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, fosters contracts with the vendor community, and administers public hearings for contracts, real property, franchises and concessions. The Procurement Lead (PL) will be assigned to work within the Mayor's Office of Contract Services on procurement and sourcing related projects that may include: operational improvements; and new strategies for information and data sharing across the procurement lifecycle, such as introducing technological systems/databases.

JOB DESCRIPTION: Under the direction of the First Deputy Director and Program Manager, with latitude for independent judgment, the Procurement Lead is responsible for overseeing the workstreams of the assigned program and related duties including, but not limited to:

- Review and assess a high volume of complex and diverse procurement submissions and the overall procurement process, including pre-solicitation reviews and contract awards; conducting analyses of procurement data and patterns for agencies; and making appropriate recommendations for standardization;
- Develop and manage subject matter knowledge of contracts for services and in the procurement of goods, services and/or construction;
- Elicit, document and validate requirements from multiple business/stakeholder communities, including the vendor, inter-agency, and/or agency-specific requirements, and translating those requirements into solution designs;
- Compile and develop project documentation and templates, including standard procurement, solicitation and contract templates.
- Compile existing content, training materials, and standard templates; performing needs analysis; drafting new materials where needed; testing new materials/templates for usability; and publishing and maintaining tools/templates;
- Act as liaison and provide assistance, guidance and support to the Agency Chief Contracting Officers and other key procurement staff of the assigned agencies, including telephone discussions and meetings to review and follow-up on submissions and/or related procurement issues; and maintaining appropriate records and reports; and
- Conduct analysis of procurement data and patterns.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Master's degree in any of the following areas including public policy, city planning, political science, economics or similar areas, and one year of experience in

administration, research, management, analytical work, and community work or community activities;

- Background in City procurement and contract administration, including City systems, including, but not limited to FMS and APT;
- Experience in projects related to Sourcing / Procurement processes and functionality;
- Demonstrated managerial and organizational skills;
- Advanced analytical, evaluative, and objective critical thinking skills;
- Exceptional interpersonal skills and the ability to interact effectively with Administration leadership;
- Experience using requirements and/or testing management tools (e.g. CaliberRM,HP QualityCenter, Atlassian JIRA); and
- Experience in leading and implementing vendor/COTS solutions in the functional domains of workflow and rules engines, document management.

SALARY: $80,000 - $120,000

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 **11823**) 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**