

## **MAYOR'S OFFICE OF CONTRACT SERVICES**

### **PROCUREMENT REVIEW ANALYST**

**JOB NUMBER: 11825**

**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; and administers public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure releases.

**JOB DESCRIPTION:** Under the direction of a Deputy Director and Associate Director, with latitude for independent judgment, The Procurement Review Analyst is responsible for overseeing the procurement submissions of an assigned set of City agencies and performing these related duties:

- Review and assess 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 to the Associate Director; and maintaining appropriate records and reports on actions taken and status;
- Act as liaison and providing 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 individual submissions and/or related procurement issues; and maintaining appropriate records and reports;
- Conduct analysis of procurement data and patterns for the assigned set of agencies; utilizing and updating the Office's automated contract review tracking systems; and
- Perform special projects and analyses as assigned, and representing the Office at interagency meetings and preparing relevant reports.

### **PREFERRED SKILLS AND/OR QUALIFICATIONS**

- A baccalaureate degree from an accredited college and two years of experience in administration, research, management, analytical work, community work or community activities;
- Experience in administration, research, management, analytical work, and community work or community activities;
- Experience in public policy analysis;
- Ability to interact with all levels of management and public; and
- Excellent writing skills;

**SALARY:** \$40,000 - \$50,000

**TO APPLY:** Submit a cover letter and resume: <https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17febd>. In the section, "Position", please insert the "Job Number." This number

(which is 11825) 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**