

MAYOR'S OFFICE OF CONTRACT SERVICES

DIRECTOR OF POLICY AND PROGRAMS

JOB NUMBER: 11894

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. The Director is the City Chief Procurement Officer.

JOB DESCRIPTION: Under the direction of the Director, with wide latitude for the exercise of independent judgment, is responsible for overseeing the Unit that houses various citywide policy initiatives related to procurement including labor and workforce, nonprofit capacity building and oversight, and administration of the M/WBE program. Principal duties and responsibilities are:

- Drive of citywide policy initiatives and manage discreet policy groups to ensure effective program development and administration;
- Assist in developing policy proposals to enhance responsiveness, efficiency and effectiveness in appropriate target areas;
- Bring about strategic change, both within and outside the organization, to meet office and Administration's goals;
- Provide project management, planning, and implementing of projects and programs. These projects represent critical initiatives to the Director, Deputy Mayor, and/or Mayor.
- Initiate and coordinate interagency projects that increase overall city efficiency, collaboration, and the consistency of policy recommendations, resulting in the development, formulation and coordination of inter-agency working groups and/or task forces;
- Ensure proper management of the operational aspects of projects, which include identifying, tracking and assigning the resources needed to successfully implement and complete tasks by the assigned deadline. This includes, but is not limited to revising the work plans to meet the changing needs and requirements of a project;
- Ensure proper management of project responsibilities, review work products, and ensure efficient progress on implementation. Specific tasks may involve working directly with project team members to develop project plans, estimating work effort, planning, overseeing and carrying out activities; tracking progress and achieving deliverables; managing and coordinating work done by other parties both inside and outside the Office.
- Responsible for leading the design and implementation of high level policy changes, interagency coordination of policy-change strategies, and managing the communications between MOCS and other partners regarding policy matters.
- Responsible for developing and coordinating training for the City's Procurement Training Institute;

- Supervise a number of Unit staff. Provide team direction and vision, motivate staff to perform at higher levels, encourage creative and innovative thinking, listen, and recognize strengths; and
- Performing special projects and analyses as assigned, and representing the Office at interagency meetings as a senior staff member of the office.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- Master's degree in any of the following areas including public policy, city planning, political science, economics or similar areas, and five or more years of experience in administration, public policy implementation or management; or
- A baccalaureate degree from an accredited college and seven years of professional experience in one or more of the following fields: program evaluation, development and implementation, business or public administration, research, management, analytical work, community work or community activities;
- Background in Labor Law, Human Services contracting or the City's M/WBE program. City procurement and contract administration, including City systems, including, but not limited to FMS and APT;
- 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;
- Ability to interact with all levels of management and public;
- Excellent writing skills;
- An understanding of urban issues, especially New York City politics and policies;
- A proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents; and
- A satisfactory equivalent combination of education and/or experience.

SALARY: \$90,000 - \$120,000

TO APPLY: Submit a cover letter and resume: <https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefb>. In the section, "Position", please insert the "Job Number." This number (which is **11894**) 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