

Civil Service Title: Community Coordinator
Title Code No: 56058
Office Title: Contracts Associate

Level: NA
Salary: \$50,000 - \$60,000
Work Location: Olmsted Center, Queens
Number of Positions: 5

MAJOR RESPONSIBILITIES

- Under supervision, with some latitude for independent initiative and decision making, assist the Contracts and Procurement Directors and Agency Chief Contracting Officer (ACCO) for Capital Projects, in all aspects of the procurement process for the Agency's \$500 million Capital program.
- Conduct background checks including reviewing financial data of prospective contractors, consultants and subconsultants. Prepare Subcontractor Approval documents as required. Prepare questionnaires and updates, issue and track requirements for compliance with Local Law 1, issue Requests for Proposals or Invitations for Bids and conduct and attend review panels. Prepare documents for registration with Comptroller's Office. Utilize VENDEX for annual vendor performance evaluations as required.
- Research and prepare complex tabulation sheets, work orders, change orders, award letters and other correspondence.
- Prepare written reports and contract summaries by collecting and summarizing information and trends.
- Process registrations through the City's Financial Management System (FMS) and the Automated Procurement Tracking (APT) system.
- Review contract change orders and overruns, and work with project management staff to facilitate processing. Coordinate all aspects of change order processing through Comptroller registration, including but not limited to tasks in APT and FMS.
- Create and maintain accurate records.
- Serve as a liaison with the Mayor's Office of Contract Services, the NYC Comptroller's Office and other oversight agencies as necessary, and assist the Division Directors, as well as the ACCO, with additional tasks and duties.

QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

- Bachelor's degree plus one year of satisfactory experience in a professional, technical or administrative capacity in contract management/procurement or construction management.
- Excellent writing, interpersonal, customer service and communication skills.
- Ability to handle multiple projects in a fast-paced environment, prioritize among competing needs and respond quickly to requests for information.
- Excellent computer and organizational skills; proficiency in Microsoft Word, Excel and Access.
- Experience with the FMS, APT, Procurement Policy Board Rules, VENDEX and/or the procurement process in government.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 242878**

Include your ERN on all correspondence

For all other applicants:

Click here to apply: [Contracts Associate](#)

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 242878**

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POST DATE: 06/10/16

POST UNTIL: FILLED

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