



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 307470

Office Title: ACCO for Capital Division

Civil Service Title: Agency Chief Contracting Officer **Title Code No:** 82950 **Level:** MIII

Salary: \$125,000 - \$145,000

Number of Positions: 1 **Work Location:** Olmsted Center, Queens

Major Responsibilities

- Under direction, direct all procurement and contracting activities in the agency's Capital Projects, Central Forestry and Citywide Services (5-Boro) divisions, including landscape architecture, architecture, engineering and construction and construction-related services contracts. Ensure all procurement functions are carried out in accordance with the NYC Charter and NYC Procurement Policy Board (PPB) Rules.
- Manage the day to day operations of approximately thirty (30) procurement staff within five (5) units, including Contracts, Professional Contracts, Change Orders, Vendor Compliance and Capital Disadvantaged and Minority and Women Owned Business Enterprise Program (D/M/WBE).
- Oversee the review and approval of all task orders, subcontractor submissions, change orders and supplemental work orders, as well as vendor performance evaluations.
- Develop agency procurement and contracting policy, procedures and guidelines. Incorporate new or revised citywide systems, initiatives, procedures or process changes into the regular Parks procurement workflow. Participate in citywide or agency procurement-related committees and task forces, as necessary.
- Meet with prospective Parks vendors and make vendor responsiveness and responsibility determinations in a timely fashion.
- Review and recommend contract time extensions, hold pre-bid conferences and default hearings and respond to vendor inquiries.
- Develop and implement recommendations for training and staffing augmentation.
- Liaise with Capital Legal and Capital Fiscal Management units on a variety of legal and budgeting related issues.
- Serve as main point of contact for the Mayor's Office of Contract Services, Mayor's Office of M/WBEs Department of Small Business Services and the Comptroller's Office to accelerate procurements.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory, professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. Education and/or experience equivalent to that described in "1" above. However, all candidates must have the eighteen months of supervisory, administrative, managerial or executive experience as described in "1" above.

Possession of the Certified Public Purchasing Office (CPPO) certificate issued by the National Institute of Government Purchasing may be substituted for up to one year of the required experience described in "1" above. However, all the candidates must have the eighteen months of supervisory, administrative, managerial or executive 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

1. Legal, construction/design and/or City procurement experience and familiarity with construction/design contracts.
2. Knowledge of the NYC Charter, NYC PPB Rules, Local Law 1 of 2013 (M/WBE Program), New York State Labor Law and other city procurement policies and procedures.
3. Proficiency in current city electronic procurement systems such as VENDEX, Financial Management System (FMS), Automated Procurement Tracking system and Payee Information Portal.
4. Excellent interpersonal and writing skills, with aptitude in multi-tasking and resolving complex and/or priority issues.
5. Ability to give executive-level briefings and presentations on complex procurement issues and metrics.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 307470**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 307470**.

Include your ERN and **Job ID# 307470** on your cover letter and resume.

All other applicants:

Click here to apply: [ACCO for Capital Division](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 307470**

POST DATE: 09/29/17

POST UNTIL: FILLED

NOTE: References will be required upon request.

nyc.gov/parks

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER
TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115