



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 387068

Office Title: Project Development Coordinator for Capital Contracts

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$52,524 - \$81,535

Number of Positions: 2 **Work Location:** Olmsted Center, Queens

Major Responsibilities

- Under general direction, with wide latitude for independent initiative and judgment, assist the Agency Chief Contracting Officer (ACCO) for Capital Projects with the preparation, issuance, evaluation, registration, approvals, coordination, reporting and tracking of all procurement activities for the agency's \$1+ billion capital program.
- Conduct background reviews and financial data analysis of prospective consultants and subcontractors using various databases, such as PASSPort. 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; conduct and attend review panels. Prepare documents for registration with Comptroller's office. Work through PASSPort on 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, analyzing and summarizing information and trends.
- Coordinate procurement with budget and project management staff, track procurements and prepare status and other tracking and management reports.
- Serve as a liaison with the Mayor's Office of Contract Services (MOCS), the NYC Comptroller's Office and other oversight agencies as necessary.
- Assist the ACCO with other tasks and projects as requested.
- Coordinate work of cross-departmental and/or cross-agency teams to ensure project objectives are achieved and timelines met.
- 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.
- Perform responsible supervisory administrative functions in relation to the agency's procurement activities. Provide training and guidance to junior procurement employees.
- Provide expert advice as well as excellent customer support to the entire Capital division on budget-related matters.
- Present recommendations and status updates on Capital project procurements to senior management.

Qualification Requirements

1. 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
2. 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
3. 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

1. Bachelor's degree plus two years' satisfactory experience in procurement, construction or construction-related services, or professional, technical or administrative experience in contract management.
2. Excellent interpersonal, customer service, writing and presentation skills.
3. Ability to multi-task in a fast-paced environment, prioritize among competing needs and respond quickly to requests for information.
4. Excellent computer and organizational skills, proficiency in Microsoft Word, Excel and Access.
5. Experience with the FMS, APT, Procurement Policy Board Rules, PASSPort and/or the procurement process in government.
6. Comfort interfacing with senior officials and management.

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# 387608**. 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# 387608**.

Include your ERN and **Job ID# 387068** on your cover letter and resume.

All other applicants:

Click here to apply: [Project Development Coordinator for Capital Contracts](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 387068**.

POST DATE: 03/15/19

POST UNTIL: 04/12/19

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115