

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> AGENCY CHIEF CONTRACTING OFFICER	<b>Level:</b> M4
<b>Title Code No:</b> 89250	<b>Salary:</b> \$73,144.00/\$78,879.00 -\$188,733.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Assistant Commissioner, Contracting	<b>Work location:</b> 33 Beaver Street Manhattan, NY 10004
<b>Division/Work Unit:</b> Fiscal & Procurement Operations/ACCO Administration	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon. – Fri. 9AM – 5PM	<b>Agency Tracking #:</b> 2970 <b>POSITION#:</b> 281

**Job Description**

The NYC Department of Homeless Services (DHS) seeks an Agency Chief Contracting Officer (ACCO). The selected candidate reports directly to the Deputy Commissioner for Fiscal and Procurement Operations, and oversees all aspects of procurement within DHS. The ACCO oversees the coordinating, planning and implementation of DHS contract and procurement activities from pre-solicitation to award and registration of all human services contracts as well as all capital and construction renovation contracts and the acquisition of supplies, materials and equipment. The ACCO oversees the preparation, distribution and collection of contract and procurement documents; represents DHS at pre-proposal conferences; and oversees investigations of vendor responsibility and performance.

The ACCO works with all internal DHS divisions to ensure that contracting/purchasing needs are met and that integral agency services and needs continue uninterrupted. The ACCO is responsible for analyzing current procedures and implementing strategies to streamline contract procurement workflow thereby creating a more efficient and effective operation; and for monitoring and enforcing compliance with the City Charter, the NYC Procurement Policy Board (PPB) rules, Local Laws, City administrative requirements, and DHS policies and procedures regarding purchasing/contracting operations. The ACCO advises the Commissioner and Executive staff members on all procurement matters; and, in conjunction with the Training Office, administers training for contracting procurement staff.

The ACCO will also be responsible for designing systematic standards and procedures for managing contracts in the organization. The ACCO is also responsible for creating a system to manage documentation for the organization's contracts, leading in defining the processes and tools for contracts administration as well as advocating for the development of new technologies and tools for contracts management and administration.

The ACCO is the primary DHS liaison for all procurement issues with all oversight offices, including the Mayor's Office of Contract Services, the Law Department, the Comptroller's Office and the Office of Management and Budget.

**Qualification Requirements**

A baccalaureate degree from an accredited college and four years of full-time, satisfactory, professional experience in purchasing, procurement, contract administration or 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

Education and/or experience equivalent to that described above. However, all candidates must have the eighteen months of supervisory, administrative, managerial or executive experience as described above.

**SPECIAL NOTE:**

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

**Preferred Skills**

Excellent analytical, written, and verbal communication abilities. Strong interpersonal skills. Strong experience in contracting/purchasing processes, and solid knowledge of the Procurement Policy Board rules. Ability to simultaneously handle multiple high priority projects.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 12/2/2015

**Post Until:** 12/16/15

**JVN:** 071-2016-224252

**The City of New York is an Equal Opportunity Employer.**