

NYC OFFICE OF THE MAYOR

MAYOR'S OFFICE OF CONTRACT SERVICES

ASSISTANT DIRECTOR FOR RESEARCH & INFORMATION TECHNOLOGY

(ANALYTICS)

JOB NUMBER: 14163

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, fosters contracts with the vendor community, and administers public hearings for contracts, real property, franchises and concessions. The Director is the City Chief Procurement Officer.

JOB RESPONSIBILITIES: The incumbent will report to the Deputy Director of Research & IT and with a wide latitude for independent judgment, will perform the following job responsibilities:

- Oversee staff and assist with the collection and analysis of data for procurement cycle time and other key procurement performance indicators, and with the preparation of required annual reports and updates for the following: Minority and Women Owned Business Enterprise Program (M/WBE), Workforce employment data as related to procurement and Food policy;
- Provide technical assistance, guidance and support to MOCS units and all of the City's Mayoral agencies to meet expected timetables for procurement action milestones, develop databases and support data collection initiatives;
- Establish, track and manage project schedule/critical path activities, status reporting, and resource plan development to ensure enhancements are completed on-schedule and within budget;
- Identify issues that may delay enhancements and recommend appropriate risk mitigation strategies, contingencies, and actions to be taken;
- Ensure team members understand project objectives, specifications, deliverables, timelines and tasks through ongoing clear, concise communication & motivation of project team members;
- Collaborating with and providing ongoing project updates to internal management to assure integration of project, company, and functional goals towards achieving project milestones and timetables;
- Oversee Procurement Training Institute and advise on staff training and education opportunities;
- Serve as program tester/trainer for citywide Automotive Procurement Tracking (APT) system;
- Coordinate special projects as assigned, and represent MOCS in connection with various interagency task forces and working groups;
- Oversee maintenance of internet and intra-net websites;
- Partnering with MOCS units and other City agencies to create data solutions to streamline the procurement process, broadening competition and increasing vendors' ability and capacity to do business with New York City. This includes, but is not limited to, creating and presenting compelling reports to stakeholders based upon project findings and methods.

SKILLS AND QUALIFICATIONS:

- A master's degree from an accredited college in economics, business or public administration, management science, operations research, organizational behavior, industrial psychology, statistics, sociology, political science, mathematics, public policy, computer science or a closely related field; with at least five (5) years of related work experience, ***or***
- A baccalaureate degree from an accredited college and demonstrated equivalent expertise in a responsible supervisory, administrative or research capacity in the appropriate field of specialization, with at least seven (7) years of related work experience;
- Strong quantitative and problem-solving skills; experience with empirical methods and data analytics including working with large, complex micro - data sets, building applied statistics or econometrics models, and/or conducting research;
- Ability to take initiative, prioritize duties, problem solve, work independently and within a team environment, pay close attention to detail, meet deadlines, do appropriate follow-up, work well under pressure and maintain an enthusiastic work ethic. This includes maintaining a positive and helpful attitude. This includes a proven capacity in project management skills, including organizing and strategic planning;
- Ability to think outside of the box and develop novel strategies for analysis. This includes the ability to distill complex material into actionable recommendations;
- Excellent written and oral communication skills;
- Ability to interface with all supervisory and frontline staff, including senior management and other respective stakeholders both in and outside government;
- Proficiency in SAS, STATA, SQL, R, SPSS (and/or other statistical software), Python or other programming languages;
- Interest in New York City policy and operations, a plus

SALARY: Commensurate with experience.

TO APPLY: Please submit a resume, cover letter and three (3) references to [Candidate Application](#)

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