

**NYC OFFICE OF THE MAYOR
OFFICE OF CONTRACT SERVICES**

EXECUTIVE DIRECTOR
DIVISION OF ECONOMIC OPPORTUNITY & ADVANCEMENT
JOB NUMBER: 14534

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, streamlining and new technology efforts; fosters contracts with the vendor community; and administers the City's Minority and Women-Owned Business Enterprise (M/WBE) program, public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure release. The Director is the City Chief Procurement Officer.

JOB DESCRIPTION: The Executive Director for the Division of Economic Opportunity & Advancement will be assigned to work within the Mayor's Office of Contract Services on administering the City's M/WBE program including: overseeing a team of analysts and specialists to ensure compliance with the program's requirements within the City's procurement process to optimize M/WBE utilization citywide. Under the direction of the Deputy Director of Policy and Programs, with latitude for the exercise of independent judgment, the Executive Director is responsible for overseeing one or more workstreams of the program in the role of project manager. Principal duties and responsibilities are to perform or manage the performance of:

- Reviewing and assessing a high volume of complex and diverse procurement submissions and the overall procurement process, including pre-solicitation reviews and contract awards; conducting analyses of procurement data and patterns for agencies; and making appropriate recommendations for optimizing M/WBE utilization;
- Developing and managing subject matter knowledge of a portfolio of contracts for services and in the procurement of goods, services and/or construction. All work is performed in accordance with agency, city, state and federal requirements and procedures including those of the Procurement Policy Board, the Mayor's Office of Contracts and Section 6-129 of the New York City Administrative Code;
- Eliciting, documenting and validating requirements from multiple business/stakeholder communities, including the vendor, inter-agency, and/or agency-specific requirements, and translating those requirements into solutions and recommendations;
- Compiling and/or developing project documentation, existing content, training materials, and standard templates; continuously performing needs analysis; drafting new materials where needed; testing new materials/templates for usability; and publishing and maintaining tools/templates;
- Working closely with the Department of Small Business Services to improve M/WBE program outcomes and prepare required quarterly reports as well as ad hoc requests for information concerning the program;
- Acting as liaison and providing assistance, guidance and support to the Agency Chief Contracting Officers and other key procurement staff of the assigned agencies, including

telephone discussions and meetings to review and follow-up on submissions and/or related procurement issues; and maintaining appropriate records and reports;

- Representing the Mayor's Office with stakeholders both in and outside government;
- Conduct analyses of procurement data and patterns.

SKILLS AND QUALIFICATIONS:

- Experience in public policy analysis and implementing programs and/or policy related to the M/WBE program or other similar programs;
- 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, work well under pressure and maintain an enthusiastic work ethic. This includes maintaining a positive and helpful attitude and a proven capacity in project management skills, including organizing and strategic planning;
- Master's degree in any of the following areas including public policy, city planning, political science, economics or similar areas, and one year of experience in administration, research, management, analytical work, and community work or community activities; or
- A baccalaureate degree from an accredited college and four years of experience in administration, research, management, analytical work, community work or community activities; or
- A satisfactory equivalent combination of education and/or experience.

SALARY: Commensurate with experience.

TO APPLY: Please submit a resume, cover letter, and 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