



Staff Attorney

JOB NUMBER: 14468

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 contacts with the vendor community; and administers public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure releases. The Director is the City Chief Procurement Officer.

JOB DESCRIPTION: Under the direction of the General Counsel, with latitude for the exercise of independent judgment, the Staff Attorney is responsible for assisting with legal and policy projects of the office; providing legal advice to the City Chief Procurement Officer (CCPO) and other MOCS and agency staff. Principal duties and responsibilities are as follows:

- Providing legal advice and analysis to the CCPO and agency contracting personnel on a broad range of procurement-related matters, including but not limited to vendor appeals, FOIL requests and pending legislation;
- Drafting of: public testimony for public hearings; memoranda of policy and procedure; guidelines for implementation of new legislation; non-responsibility determinations; corrective action plans; VENDEX cautions and FOIL responses;
- Representing CCPO/MOCS in connection with various interagency task forces and working groups and the City's Contract Dispute Resolution Board;
- Assisting in the resolution of disputes regarding contract registration issues, vendor protests and audit findings with the Office of the Comptroller; drafting and review responses to audit findings;
- Assisting agencies with resolving VENDEX issues and vendor business integrity concerns; and
- Training agency personnel on procurement-related matters.

PREFERRED QUALIFICATIONS AND/OR SKILLS:

- Admission to the New York State Bar; and either:
 - One year of satisfactory United States legal experience subsequent to admission to any state bar; or
 - Six months of satisfactory service as an Agency Attorney Interne (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

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