

MAYOR'S OFFICE OF CONTRACT SERVICES

M/WBE DATA ANALYST

JOB NUMBER: 11892

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.

JOB DESCRIPTION: The incumbent will report to the Deputy Director of Research & IT and with wide latitude for independent judgment will perform the following job responsibilities, which include and are not limited to:

- As part of a team, oversight and compliance of the City's Minority and Women Business Enterprise (M/WBE) Program. Collaborate with team members to develop strategies for technical analysis, increased citywide M/WBE utilization, routine agency monitoring and contract compliance. Work closely with the Department of Small Business Services (DSBS) and the Mayor's Office to devise and implement strategic plan for meeting citywide programmatic goals;
- Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality from City agencies;
- Interpret data, analyze results using statistical techniques and provide ongoing reports;
- Identify, analyze, and interpret trends or patterns in complex data sets; work closely with management to create and implement policy;
- Develop detailed methodologies in order to allow successful projects to be transferred and automated by client agencies; and
- Partner with units within MOCS 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.

PREFERRED QUALIFICATIONS AND SKILLS:

- 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 two (2) 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 five (5) years of related work experience.
- Strong quantitative and problem-solving skills; experience with empirical methods and data analytics including working with large, complex 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 skill;
- Experience being a self- manager on projects and able to complete tasks in a timely manner;
- 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; and
- Interest in New York City policy and operations, a plus.

SALARY: Commensurate with experience.

TO APPLY: Please submit a one-page cover letter, resume, and 3 references to www.bit.ly/nycmoapply. In the “Job Number” section, please insert **11892**.

New York City Residency Is Required Within 90 Days Of Appointment
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