

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

**PROCUREMENT REVIEW ANALYST**  
**JOB NUMBER: 14429**

**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 of MOCS acts as the City's Chief Procurement Officer.

**JOB DESCRIPTION:** Under the direction of a Deputy Director for Procurement Review, with latitude for the exercise of independent judgment, is responsible for overseeing the procurement submissions of an assigned set of City agencies and performing related duties. Principal duties and responsibilities are as follows:

- Reviewing and assessing a high volume of complex and diverse procurement submissions of an assigned set of City agencies, including pre-solicitation reviews and contract awards; making appropriate recommendations for approval and/or follow-up actions to the Deputy Director; and maintaining appropriate records and reports on actions taken and status. Each procurement submission evaluation entails a detailed assessment of compliance with the City Charter, Procurement Policy Board rules and Mayor's Office of Contracts policies and procedures;
- 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 individual submissions and/or related procurement issues; and maintaining appropriate records and reports;
- Conducting analyses of procurement data and patterns for the assigned set of agencies; utilizing and updating the Office's automated contract review tracking systems;
- Performing special projects and analyses as assigned, and representing the Office at interagency meetings and preparing relevant reports.

**SKILLS AND QUALIFICATIONS:**

- Experience in public policy analysis;
- Ability to interact with all levels of management and public;
- Excellent writing skills;
- All candidates must have at least one year of experience in administration, research, management, analytical work, and community work or community activities;
- The Procurement Review Analyst lines are 'Mayoral Program Coordinator' positions. The qualification requirements for this position are:
  - A baccalaureate degree from an accredited college and two years of experience in administration, research, management, analytical work, community work or community activities; *or*

- A four year high school diploma or its educational equivalent and six years of experience as described in "1" above; *or*
- A satisfactory equivalent combination of education and/or experience.

**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**