

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

STRATEGIC PROCUREMENT OPERATIONS TEAM

ANALYST

JOB NUMBER: 14599

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: In order to further support agency procurement operations, MOCS is creating a Strategic Procurement Operations ("SPO") team that would perform as the City's internal procurement consulting team. The SPO Analyst will report to the Deputy Director of Policy and Programs and the SPO team Project Manager. This role will perform the following job responsibilities which include and are not limited to:

- As part of the Strategic Procurement Operations ("SPO") team, ensuring compliance by City agencies with various laws, regulations and policies that govern the procurement process by identifying problems and providing solutions on-site at an assigned set of City agencies to address procurement-related deficiencies and perform related duties;
- Developing a deliverable to agencies as a roadmap to success, work as part of the team to implement the suggested improvements and offer follow-up support to ensure continuous improvement;
- 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 Associate 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;
- 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:

- A baccalaureate degree from an accredited college and a minimum of two years of full-time professional experience in purchasing, procurement, contract administration or a related field;
 - A satisfactory equivalent combination of education and experience
- Experience in public policy analysis and with the City procurement process;
- Knowledge of and/or M/WBE experience;
- Excellent analytical and organizational skills; strict attention to detail;
- Clear and effective written, oral and listening communication skills;

- Ability to interface with all levels of management and the public.

SALARY: Commensurate with experience.

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