

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

STRATEGIC PROCUREMENT OPERATIONS TEAM PROJECT MANAGER
JOB NUMBER: 14596

ORGANIZATIONAL PROFILE: The [Mayor's Office of Contract Services](#) (MOCS) has compliance and oversight responsibility in the NYC sourcing and procurement process, and helps City agencies to achieve their programmatic goals; to provide technical and legal assistance to agencies and vendors; and above all, to constantly improve contract management practices.

JOB DESCRIPTION: Under the direction of the Deputy Director and Program Manager, with latitude for the exercise of independent judgment, the Project Manager is responsible for overseeing one or more workstreams of the program. Principal duties and responsibilities include, but are not limited to the following:

- Requirements collection, analysis and documentation for all functional and technical aspects of enterprise software systems including alignment with enterprise standards and maximizing the value of off-the-shelf components;
- Procurement of products and vendors including documentation of requirements, release of requests for proposals (RFx), evaluation and selection;
- Project plan development that includes all aspects of scope, schedule, budget, quality, communication and risk management;
- Estimate collection and validation to ensure budgets and schedules are realistic and reliable;
- Risk identification, analysis and mitigation planning to clearly communicate opportunities and threats to stakeholders to reduce probability and minimize impact;
- Solution design based on functional and technical input from various sources to support timely and cost-effective implementation while addressing sustainable long-term support, platform maintainability and agency/city technology roadmaps;
- Software development life cycle management (SDLC) management and alignment to ensure success;
- Change management and implementation of process improvements;
- Critical path and dependency management to ensure tasks and milestones are completed in a timely manner and variances are escalated appropriately;
- Vendor management and other resource procurement including preparation of requests for bids, bill of materials, contracts, statements of work and deliverable acceptance;
- Quality control and management of various testing methodologies and tools to verify performance and quality of deliverables;
- Periodic reports of relevant, compelling, and succinct project information and metrics for presentation to executive management;
- Risk analysis and monitoring to ensure stakeholders understand and respond appropriately with proactive and constructive solutions;
- Change control for project, schedule, budget and acceptance criteria to ensure the project team and stakeholders are fully aware and expectations are aligned;

- 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; 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.

DELIVERABLES:

- Project Plan for current and future project phases;
- Status, Change Control and Risk Management Tracking & Reporting;
- Detailed Business & Technical Requirements ;
- Detailed Design;
- QA Plan & Acceptance Criteria;
- Change Management & User Training - Processes and Content;
- Support Model.

REQUIRED SKILLS:

- A mix of private sector and public sector experience at federal, state or large municipal government levels;
- Experience in leading and implementing vendor/COTS solutions;
- Consulting experience from an external or internal source working on discreet projects with a defined scope, schedule and budget;
- Procurement experience managing end-to-end activities including budget justification, vendor engagement, market research, cost-benefit analysis and contract negotiation;
- Portfolio management experience supporting strategic alignment, stakeholder engagement, and prioritization;
- Proven experience in managing projects in multiple-entity environments (multiple agencies, business partners, etc.);
- Experienced with formal SDLCs and business analysis methodologies; Working knowledge of business analysis documentation standards for web content management systems;
- Excellent oral and written communication/soft skills and the ability to clearly articulate to all project members and stakeholders; must be a team player who works well with technical and non-technical resources;
- Must take initiative, be a confident decision-maker;
- Must be able to take strategic direction from executive management and participate in strategic planning activities throughout the lifetime of the project;
- Must be able to see tasks through to completion without significant guidance;
- Experience using standard project tools including MS Project, PowerPoint, Visio, and Excel.

SKILLS AND QUALIFICATIONS:

- Advanced education in computer science, information technology and related engineering fields;
- Experience in projects related to Sourcing / Procurement processes and functionality;
- Experience using requirements and/or testing management tools (e.g. CaliberRM,HP QualityCenter, Atlassian JIRA);
- Experience in leading and implementing vendor/COTS solutions in the functional domains of workflow and rules engines, document management;
- Experience with leading and/or managing critical aspects of a Portfolio or Project Management Office (PMO) including strategy alignment, capacity management, benefit-cost (ROI) analysis, evaluation and KPI analytics, prioritization and interdependency evaluation, roadmap development and risk management;
- Certifications in project management (e.g. PMP), analysis (e.g. RUP), development (e.g. Agile) or governance (e.g. CMMI) methodologies.

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