



VENDEX Supervisor

JOB NUMBER: 14731

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 contracts with the vendor community; and administers the City's Minority and Women-Owned Business Enterprise (M/WBE) program, public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure release.

The Vendor Information Exchange database (VENDEX) is a computerized data system containing information for every city contract and very specific information about every prospective vendor which will allow agencies to make informed responsibility determinations.

JOB DESCRIPTION:

Under the direction of the Associate Director for Vendor Data Systems, with latitude for the exercise of independent judgment, the VENDEX Supervisor is responsible for assisting in the supervision of the VENDEX staff and will perform the following duties, including but not limited to:

- Reviewing the VENDEX application package submitted by a vendor for completeness and accuracy, and making an initial determination whether to accept an application.
- While also handling significant workload of reviewing the VENDEX documents, provide supervision to other administrative staff, so as to ensure timely and accurate processing of vendor submissions;
- Work with staff to identify errors and omissions and assist with obtaining the information from the vendors;
- Coordinate inter-unit administrative projects, evaluate workloads and assign work as needed to ensure timely and effective completion;

- Provide training and technical assistance to new VENDEX users and City agencies;

Make recommendations on VENDEX/VEC policies and procedures.

- Assist in the supervision of the Public Access Center and Vendor Enrollment Unit;
- Provide authoritative interpretation of complex problems including troubleshooting and creating solutions for VENDEX data entry and reviewer errors as well as the Vendor Enrollment Unit;
- Assist the Associate Director in reviewing and finalizing potential vendor cautions;
- Assist the Associate Director with special projects as needed.

MINIMUM QUALIFICATIONS:

- A baccalaureate degree from an accredited college and two years of experience in administration, research, management, analytical work, community work or community activities in an area related to the duties described; or
 - High School graduation or equivalent and six years of experience in administration, research, management, analytical work, community work or community activities in an area related to the duties described; or
 - Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.
- Excellent communications skills and strong work ethic.
- Ability to work independently and in collaboration with other units and team members;
- Strict attention to detail.

PREFERRED SKILLS:

- Experience and/or knowledge of the City’s VENDEX System.
- Experience in research and analysis.
- Supervisory experience

SALARY: Commensurate with experience

TO APPLY: [Candidate Application](#)

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