

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
JOB POSTING NOTICE**

<b>Civil Service Title:</b> Administrative Contract Specialist	<b>Level:</b> M-I
<b>Title Code No:</b> 10095	<b>Salary:</b> \$62,372 - \$75,000 <b>Frequency:</b> Annual
<b>Business Title:</b> Contract Manager	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Central Office of Procurement	<b>Number of Positions:</b> 1
<b>Job ID:</b> 319330	<b>Hours/Shift:</b> Day

**Job Description**

The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

Under the direction of the Deputy Agency Chief Contracting Officer (DACCO) for the Central Office of Procurement (COP) Contract Unit the candidate will serve as the Administrative Contract Specialist responsible for processing the purchasing of goods and services and construction and construction-related services via, for example, Competitive Sealed Proposals, Request for proposals, amendments, change orders and task orders to ensure the services are procured in a timely manner to meet the goals and objectives of the agency. Procurement tasks include, but is not limited to:

- Reviewing of procurement documents verifying description and specifications for accuracy and adequacy ensuring conformity and oversight compliance;
- Preparing encumbrances, purchase orders, and requisitions in compliance with Procurement Policy Board (PPB) Rules and Chapter 13 of the City Charter and applicable oversights;
- Conducting due diligence research relating to vendors/contracts integrity and capacity to provide goods and services responsibly; track and save research records in an accessible location;
- Consulting with appropriate agency staff to address inconsistencies/discrepancies in procurement documents;
- Examining relevant publications, internet and various sources to become familiar with market conditions;
- Entering and retrieving data from automatic information systems, specifically VENDEX, FMS, APT and DCAS/DMSS Direct Order and Storehouse requisitions;
- Maintaining procurement status reports;
- Coordinating with oversight agencies including the Mayor's Office of Contract Services (MOCS), Law Department, office of Management and Budget (OMB) and Department of Citywide Services (DCAS);
- Participates in agency planning sessions. Recommends new program approaches, as well as change in agency policies/procedures as deemed necessary.
- Performing related duties as assigned.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID # **319330**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID # **319330**

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consider will be contacted.

<b>Posting Date:</b> 1/11/18	<b>Post Until:</b> 1/29/18
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**The City of New York and the Department of Correction are Equal Opportunity Employers**