

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

STRATEGIC PROCUREMENT OPERATIONS TEAM

SENIOR ANALYST

JOB NUMBER:14598

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, offering actionable guidance to the City agency procurement divisions. This role will report to the Deputy Director of Policy and Programs and the SPO team Project Manager. The SPO Analyst will perform the following job responsibilities which include and are not limited to:

- As part of the Strategic Procurement Operations ("SPO") team, ensure compliance by City agencies with laws, regulations and policies that govern the procurement process by identifying problems and providing solutions to address procurement-related deficiencies on-site at an assigned set of City agencies and perform related duties;
- Effectively provide guidance and leadership within the ("SPO") team and Agency teams;
- 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;
- Partnering with units within MOCS and other City agencies to create data solutions to streamline the procurement process, broadening competition and increasing vendors' ability and capacity to do business with New York City. This includes, but is not limited to, creating and presenting compelling reports and documentation to stakeholders based upon project findings and methods;
- Ability to take initiative, prioritize duties, provide creative solutions, work independently and within a team environment, pay close attention to detail, meet deadlines, do appropriate follow-up, work well under pressure and maintain an enthusiastic work ethic. This includes

maintaining a positive and helpful attitude and a proven capacity in project management skills, including organizing and strategic planning;

- Ability to think outside of the box and develop novel strategies for analysis. This includes the ability to distill complex material into actionable recommendations.

SKILLS AND QUALIFICATIONS:

- A baccalaureate degree from an accredited college and a minimum of four 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;
- Strong leadership skills with the ability to motivate others;
- Knowledge of and/or M/WBE experience;
- Ability to interact with all levels of management and the public;
- Excellent analytical skills and strict attention to detail;
- Clear and effective written, oral and listening communication skills.

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