



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Agency Chief Contracting Officer, M-3

Title Code: 82950

Business Title: Agency Chief Contracting Officer

Salary: \$130,000 – \$160,000 (Annual)

Division: Human Resources & Administration

Unit: Administration

Job Description:

The New York City Employees' Retirement System seeks an Agency Chief Contracting Officer.

The Agency Chief Contracting Officer (ACCO), under the direction of the Director of Human Resources and Administration, with broad latitude for independent and un-reviewed judgment, action and decision-making, will be responsible for directing and managing agency procurement functions in accordance with the New York City Charter and Procurement Policy Board Rules (PPB). Responsibilities include, but are not limited to:

- Draft and update agency procurement policy
- Ensure comprehensive training of procurement staff
- Liaison between Procurement and Legal to ensure Legal receives all info needed to draft and negotiate contracts
- Participate in Procurement and Contract Management software project, including vendor selection and implementation
- Assess compliance with Procurement Policies and Procedures Board (PPB) Rules and city contracting and procurement best practices and suggest improvements/implement changes
- Advise on the most efficient methods of procurement, assist in the development of specifications to minimize cycle times, operating costs, and ensure continuity of operations
- Advise executives and staff as needed on all procurement matters, Local Laws, City administrative requirements, and Procurement Policies and Procedures Board (PPB) rules regarding purchasing/contracting operation; standard operating procedures; disseminate alerts and updates in procurement-related laws
- Track all contracts to ensure timely and proper review, approval and registration
- Direct the timely performance of audits of contracts and purchasing procedures to ensure optimal efficiency and compliance
- Run and analyze data reports on volume and processing time of work and implement business processes to minimize transaction time where necessary
- Responsible for agency's strategic plan goals around vendor management and contract lifecycle including ensuring that vendors meet all contractual requirements
- Draft and edit intricate and significant solicitation documents

This position requires confidence, independent action, initiative, a sense of urgency, and the ability to make decisions and take responsibility for them. A well-suited candidate can react and adjust quickly to changing conditions and come up with practical ideas for dealing with them. Must be a collaborator who is pragmatic and focused.

Preferred Skills and Experience:

- Ability to demonstrate knowledge of procurement lifecycle from requisition through contract close-out across all procurement methodologies
- Excellent written and verbal communications skills
- Effective problem-solving skills, and the ability to prioritize, manage time, and engage in multiple tasks in a fast-paced environment
- Excellent analytical, interpersonal, and organizational skills
- Excellent attention to detail and organization
- Ability to recognize and adjust to change
- Collaborative nature while remaining action-oriented



- Must have an in-depth knowledge of the City's procurement policies and rules as well as knowledge of federal and state grant procurement requirements.

MINIMUM REQUIREMENTS ARE ATTACHED
New York City residency is required
NYCERS is an Equal Opportunity Employer

Internal candidates must have been rated satisfactory or better on their last annual evaluation to apply.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER
009-25-0046 AND A COPY OF A CURRENT RESUME TO:
<https://cityjobs.nyc.gov/> Search for Job ID#: 701497

DATED: 02/10/2025

POST UNTIL: Until Filled

NYCERS POSTING NUMBER: 009-25-0046



Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university and four years of full-time, satisfactory, professional experience in purchasing, procurement, contract administration or related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. Education and/or experience equivalent to that described in "1" above. However, all candidates must have the eighteen months of supervisory, administrative, managerial or executive experience as described in "1" above.

SPECIAL NOTE:

Possession of the Certified Public Purchasing Officer (CPPO) certificate issued by the National Institute of Government Purchasing may be substituted for up to one year of the required experience described in "1" above. However, all candidates must have the eighteen months of supervisory, administrative, managerial or executive experience as described in "1" above

Note:

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.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.