



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

Civil Service Title: Executive Agency Counsel, Level 1

Salary: \$140,000 - \$170,000 (Annual)

Title Code: 95005

Division: Legal

The New York City Employees' Retirement System (NYCERS) was founded by the New York State Legislature in 1920 with 13,331 members. Today, NYCERS has grown into one of the largest municipal public employee retirement systems in the United States with nearly 375,000 active/vested members, retirees and beneficiaries. NYCERS is a defined benefit retirement plan and a cost-sharing, multiple employer public employee retirement system. We are looking for individuals with passion, dedication and commitment to excellence and innovation who are interested in adding to our dynamic and collaborative work environment. Working for the City of New York, you will receive excellent benefits, including healthcare, vision benefits, dental benefits, as well as the opportunity to participate in the City's retirement plan. NYCERS offers a hybrid work environment with partial onsite work and partial telework.

Job Description:

The New York City Employees' Retirement System seeks a Supervising Attorney whose primary responsibility will be to work on complex contract and procurement matters for the Agency. The Contracts Supervisor will lead, mentor, and supervise attorney and non-attorney staff in all aspects of the contracting process. The successful candidate for this position will join a lean, dynamic Legal Team with direct responsibility for providing legal support to the General Counsel. Responsibilities include but are not limited to:

- Drafting and negotiating a high volume of contracts and End User License Agreements (EULAs) pursuant to the New York City Procurement Policy Board (PPB) rules.
- Advising the procurement team regarding PPB rules, Procurement methods, and best practices.
- Engaging with a variety of outside vendors and other stakeholders.
- Reviewing requests for proposals and requests for information for the agency to make sure they are legally sufficient.
- Working with NYCERS IT and NYCERS Chief Information Security Officer (CISO) on technology contracts, cybersecurity matters, and cyber security contract issues.
- Coordinating with New York City Law Department (Law Department) attorneys regarding the review of agency contracts.
- Supervising attorney and non-attorney staff, delegating assignments, and resource planning.
- Leading and participating in agency strategic initiatives related to contracting and procurement.

The Contracts Supervisor will also lead in developing Agency contracting policy and develop procedures that will streamline the procurement and contracting process.

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 priorities and come up with practical ideas for dealing with them. Must be a collaborator who is pragmatic and focused.

MINIMUM REQUIREMENTS ARE ATTACHED
New York City residency is not required.
NYCERS is an Equal Opportunity Employer

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job ID number:
009-25-0044 AND A COPY OF A CURRENT RESUME TO:
www.nyc.gov/careers/search. Search for Job ID#: 699630**

DATED: 01/24/2025

POST UNTIL: Until Filled

**NYCERS POSTING NUMBER:
009-25-0044**



Preferred Skills and Experience:

- Knowledge of City government and Procurement Policy Board rules.
- Experience in drafting and reviewing contract documents.
- Excellent legal writing skills.
- Ability to recognize and adjust to change.
- Task-focus, with some action-oriented collaboration.

Minimum Qualification Requirements:

- Admission to the New York State Bar; and four years of recent full-time responsible, relevant, satisfactory legal experience subsequent to admission to any bar, eighteen months of which must have been in the supervision of other attorneys, in an administrative, managerial or executive capacity, or performing highly complex and significant legal work.

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

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:

New York City residency is not required.

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.