

THIS AMENDS PREVIOUS POSTING, CHANGED TO REFLECT SALARY *

City of New York
Department of Health and Mental Hygiene
125 Worth Street, Room 930
New York, NY 10013

JVN: #81609126009FSM

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Contract Specialist	Level: II
Title Code No.: 40561	Salary: * \$41,454 - \$64,020
Office Title: Contract Analyst	Work Location: Manhattan
Division/Work Unit: Division of Informatics & Information Technology/IT Administration	No. of Positions: 1
Hours/Shift: Full-time	Position(s)#: 862007

JOB DESCRIPTION:

The nation's leading local health department seeks a motivated, dynamic Contracts Specialist professional to join its award-winning, innovative technology team in revolutionizing public health IT. The New York City Department of Health and Mental Hygiene (DOHMH) uses the latest technologies and enterprise wide application solutions in its groundbreaking work to promote and protect New Yorkers' health and improve DOHMH's business operations.

As the Contracts Specialist your duties will include:

- Perform complex professional/supervisory work involved in the development and management of contracts for services.
- Confer with, advise and coordinate operational, technical and professional staff in the procurement process.
- Examine and review recommendations regarding appropriateness of special case solicitations.
- Review and provide recommendations for contract awards, modifications, buy-against transactions, formal requests for time extension on contracts, etc.; recommend approval or disapproval of contracts for goods or services on an emergency basis.
- Conduct contract negotiations. Provide technical expertise to contractors in the developmental stages of their contracts.
- Provide clarification of terms and conditions of contracts to contractors. Study contract proposals and subordinates' recommendations to ensure they meet requirements.
- Evaluate contract performance reports and recommendations submitted by subordinates, as well as agency audits and fiscal documents to ensure contract compliance. Obtain corrective action where contractor has failed to provide contracted goods or services or is deficient in honoring terms of contractual agreement.
- Make recommendation for non-award or cancellation of contract based on contractor's non-responsibility, and poor or non-performance.
- Supervise subordinate staff as needed.
- Work with program personnel to draft, prepare and process contracts and related documents.
- Perform special projects and related work as required.

PREFERRED SKILLS:

Successful candidate should possess the following; knowledge of the Procurement Policy Board Rules, Mayor's Office of Contracts procedures, Comptroller's purchasing regulations, and FMS and VENDEX. Strong computer application skills including Excel and Microsoft Word.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; **or**
2. A four year high school diploma or its educational equivalent and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; **or**
3. Education and/or experience equivalent to "1" or "2" above.

NOTE: NEW YORK CITY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY, PLEASE SUBMIT RESUME ONLINE: www.nyhealthcareers.com

JVN search: 126009

If you do not have access to submit online, mail resume to NYC Department of Health and Mental Hygiene, 125 Worth Street, Room# 930, Box #39, New York, NY 10013; indicating the JVN #. Please submit your resume once using only one of these

Post Date: March 3, 2009

Post Until Filled

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DOHMH is an Equal Opportunity Employer