

MAYOR'S OFFICE OF CONTRACT SERVICES

Job Posting Notice

Civil Service Title: Research Projects Coordinator -MGR	Level: 01
Title Code No: 0527A / Manager	Salary: \$80,000 - \$90,000 (Annual)
Business Title: Assistant General Counsel	Work Location: 255 Greenwich NY, NY
Division: General Counsel	Work Unit: Legal
Job ID: 627388	Number of Positions: 1

Organizational Profile:

The Mayor's Office of Contract Services (MOCS) oversees and supports the procurement activities of City agencies, with a goal to ensure fairness, transparency, efficiency, and cost effectiveness. The Director is the City Chief Procurement Officer. Annually, agencies procure billions in products and services from a diverse pool of vendors that represent various industries. MOCS partners with industry groups to implement policies and tools that streamline and modernize procurement, resulting in the delivery of quality services to New Yorkers. Team members operate in a fast-paced, collaborative, service-oriented environment, where flexibility and ability to achieve results are valued.

Job Description:

Under the direction of the General Counsel, with latitude for the exercise of independent judgment, the Assistant General Counsel is responsible for assisting with legal and policy projects of the office; providing legal advice to the City Chief Procurement Officer (CCPO) and other MOCS and agency staff. Principal duties and responsibilities are as follows:

- Providing legal advice and analysis to the CCPO, General Counsel, and agency contracting personnel on the City's procurement rules and processes;
- Providing guidance and analysis regarding integration of procurement rules into and development of the City's PASSPort system;
- Supporting the work of the MOCS General Counsel Unit, including:
 - Providing legal advice on a broad range of procurement-related matters, including but not limited to procurement innovation and vendor integrity information and processes, vendor appeals, FOIL requests and pending legislation;
 - Drafting of memoranda of policy and procedure, guidelines for implementation of new legislation, non-responsibility determinations, agency contracts, public testimony for public hearings, and corrective action plans;
 - Representing the CCPO/MOCS in connection with various interagency task forces, working groups, and the City's Contract Dispute Resolution Board;
 - Assisting in the resolution of disputes regarding contract registration issues, vendor protests and audit findings with the Office of the Comptroller;
 - Assisting MOCS in meeting its reporting requirements;
 - Assisting agencies with compliance with various local laws, rules, and regulations;
 - Training agency personnel on procurement-related matters.

Preferred Skills:

1. Admission to the New York State Bar;
2. One year of satisfactory United States legal experience after admission to any state bar; and

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

Minimum Qualification Requirements:

1. Graduation from an accredited college with a baccalaureate degree; or
2. Graduation from an accredited community college plus two years of experience with administrative, analytic, coordinative, supervisory or liaison responsibilities; or
3. Four-year high school diploma or its educational equivalent plus four years of experience as described in "2" above; or
4. A satisfactory equivalent combination of education and experience

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.

Additional Information:

Mayor's Office of Contract Services is an equal opportunity employer.

Special accommodations provided for applicants with disabilities.

Mayor's Office of Contract Services recognizes the unique skills and strengths gained through military service. Veterans and service members of the U.S. Armed Forces are strongly encouraged to apply.

To Apply:

External Applicants, please go to www.nyc.gov/jobs and search for Job ID#: 627388

Current City Employees, please go to www.nyc.gov/ess and search for Job ID#: 627388

No Phone Calls, Faxes or Personal Inquiries permitted.

Note: Only those candidates under consideration will be contacted.