New York City Employees’ Retirement System
Job Vacancy Notice CITYWIDE

Civil Service Title: Administrative Staff Analyst, NM
Salary: $90,000-$115,000 (Annually)

Title Code: 1002D
Division: Legal

Job Description:
The New York City Employees’ Retirement System seeks a Contracting and Procurement Administrator who will focus on Agency contracting and procurement while assisting other Legal staffers with the variety of tasks that fall under the purview of the Legal Division.

The successful candidate for this position will join a lean, dynamic Legal Team with direct responsibility for providing legal support to the General Counsel. The position will also provide key support to the Agency Chief Contracting Officer (ACCO) and focus on contracting and procurement issues such as:

- Drafting contracts and amendments using various local, state and federal procurement vehicles.
- Reviewing procurement and contracting documents, including Requests for Proposals (RFPs), for clarity, sufficiency and compliance with New York City Procurement Policy Board (PPB) Rules.
- Managing tight contracting deadlines by successfully interacting with internal and external partners to resolve issues as they arise and assist in completing contracts and related documents.
- In conjunction with the ACCO, providing advice on procurement and contracting policies and procedures in connection with PPB Rules.
- Aiding the ACCO in problem solving and creating innovative ways to assist internal and external stakeholders on contracting and procurement issues.
- Working to continually improve the procurement process within both the Legal Division and NYCERS.

The position requires a keen eye and ability to manage multiple priorities, as the successful candidate will additionally be assigned work in the following areas:

- Review and validation of member-generated documents such as powers of attorney, letters of administration, and letters testamentary.
- Communication, both in writing and by phone, with NYCERS clients regarding legal documents.
- Drafting correspondence and memoranda for internal and external audiences.
- Responding to internal information requests from other NYCERS divisions.

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.

MINIMUM REQUIREMENTS ARE ATTACHED
NYCERS is an Equal Opportunity Employer
Internal candidates must have been rated satisfactory or better on their last annual evaluation.
APPLICANTS MUST BE PERMANENT ADMINISTRATIVE STAFF ANALYST.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING JOB ID NUMBER 009-24-0012 AND A COPY OF A CURRENT RESUME TO:
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 596042

DATED: 08/02/2023 POST UNTIL: 08/17/2023 NYCERS POSTING NUMBER: 009-24-0012
Preferred Skills and Experience:
- Prior City government contracting experience, or prior governmental contract experience with an entity outside of New York City
- Knowledge of City government and Procurement Policy Board Rules, including specific procurement methods and related requirements
- Excellent attention to detail and organization
- Experience drafting and reviewing procurement documents and contracts
- Ability to recognize and adjust to change
- Collaborative nature while remaining action-oriented
- Proficient in Microsoft Excel & Word
- Strong oral and written communication skills
- Ability to troubleshoot issues to keep procurement process moving forward

Minimum Qualification Requirements:
1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

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.