



## Contract Management Specialist 2, M/C-23 Counsel's Office Contracts Team Reference #19-15

### Responsibilities of the Contract Management Specialist 2 for the Contracts Team would include, but are not limited to:

- Communicate complex procurement-related topics to principals within the Division and Executive Chamber, as well as diverse stakeholders including: agency partners, Office of the Attorney General, Office of the State Comptroller, vendors/contractors, program staff, and the public.
- Monitor and interpret State Finance Law, procurement rules and regulations as they apply to various procurement activities.
- Analyze, develop and provide business advice and oversight for various procurements that support the program initiatives and policy planning activities of the Division and Executive Chamber.
- Manage concurrent procurement processes to meet scheduled milestones for multiple active procurements, including:
  - creation of solicitation documents with requirements (such as RFPs);
  - development of evaluation criteria;
  - cost analysis;
  - administration of the selection process;
  - contract negotiation;
  - contract writing; and
  - compilation of contract documents for the procurement record and outside review.
- Administer a portfolio of active contracts for the Division and Executive Chamber.
- Monitor contract activity such as consultant usage, contractor performance, and contractor compliance with terms/laws.
- Review invoices and track contract expenditures.

### Qualification/Skills:

Candidates must be reachable on the Contract Management Specialist 2, G-23, Civil Service eligible list. Also open to NYS employees who are eligible for transfer under Section 70.1 and 52.6 of the Civil Service Law. The transfer cannot be a second consecutive transfer resulting in an advancement of more than two grade levels. To qualify for Section 70.1 and 52.6 transfer, candidates must have one year of permanent competitive service in an administrative title as defined by Section 70.1 or 52.6.

Successful candidates will have a thorough understanding of procurement in NYS, demonstrating familiarity with State Finance Law and standard procurement practices. Exceptional written and verbal communications skills, with a demonstrated ability to skillfully draft and edit complex documents, are also expected. In addition, candidates should be:

- Adept at reprioritizing work in light of quickly shifting priorities.
- Well organized and successful at quickly completing quality work to meet short deadlines.
- Able to work independently and/or as part of a team.
- Capable of thinking creatively and strategically.

### How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#). Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).