



# Division of the Budget

## **Contract Management Specialist 2, M/C-23 (or below)**

### **Legal and Procurement Unit**

#### **Enterprise Strategic Projects Team**

**Reference #21-54**

The selected candidate will be responsible for assisting the Division with analyzing and evaluating topic areas such as: agency purchasing, agency finance operations, industry-standard research, recommendations for essential government services, New York State purchasing cards, grants, contract administration practices, technological infrastructure, analytics, and business impact analysis. The candidate should be familiar with regulatory and oversight entities' purpose and scope (e.g.: the operations of separately elected officials such as the Office of the State Comptroller; the Department of Law; and the Legislature.)

This assignment offers a broad range of opportunities to assist with advancing the Governor's initiatives towards organizational efficiency, effective operations, and a transparent responsive state government.

### **Responsibilities of the Contract Management Specialist 2 on the Enterprise Strategic Projects Team would include, but are not limited to:**

- Work in a collaborative team-oriented environment to identify and implement effective solutions to any existing, or new barriers posed to serving the citizens of New York State.
- Assist in carrying out the implementation of enacted budget actions and other initiatives, including, identifying next steps, and keeping projects on-track as assigned;
- Work closely and cooperatively with colleagues in all DOB units, the Governor's administration, and other State agencies;
- Represent the Legal & Procurement Unit, as directed, regarding matters and at certain events relating to essential government services; and
- Assist in the hiring, training, and development of junior staff.

### **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.

The successful candidate must have strong analytical, and communication skills (both written and oral), demonstrate an attention to detail, and possess excellent interpersonal skills. Candidates should also demonstrate thorough knowledge of the Division's policies and systems.

### **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 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).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**