



Contract Management Specialist 1, M/C-18

Administrative Services Unit Contract Team

Salary: \$63,266 - \$78,505

Reference #23-83a

Responsibilities of the Contract Management Specialist 1 for the Contracts Team include, but are not limited to:

- Assisting in the management of 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.
 - compilation of contract documents for the procurement record and outside review.
- Communicating procurement-related topics to diverse stakeholders including: the Division of the Budget (DOB) program staff, vendors/contractors, Office of the Attorney General, and Office of the State Comptroller.
- Monitoring and interpreting State Finance Law, procurement rules and regulations as they apply to various procurement activities.
- Administering a portfolio of active contracts for the DOB and Executive Chamber.
- Monitoring contract activity such as consultant usage, contractor performance, and contractor compliance with terms/laws.
- Assisting in the review invoices and tracking of contract expenditures.

Qualification/Skills:

Candidates must be reachable on the Contract Management Specialist 1, G-18, Civil Service eligible list OR have one year of permanent competitive service as a Contract Management Specialist 1, G-18. Also open to NYS employees who are eligible for transfer under Section 70.1 or 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 or 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.

Exceptional written and verbal communications skills, with a demonstrated ability to skillfully draft and edit complex documents, are expected. In addition, candidates should be:

- Adept at reprioritizing work considering 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 DOB, please complete the [Online Employment Application](#) and select "Contracts Management Specialist 1" as the Title Applying For and select "Contracts/Procurement" in the Professional Interests section. Applications are held in DOB's resume database for three months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER