

MAYOR'S OFFICE OF CONTRACT SERVICES

Job Posting Notice

Civil Service Title: Research Projects Coordinator - MGR	Level: 01
Title Code No: 0527A / Manager	Salary: \$70,000 - \$80,000 (Annual)
Business Title: Agency Attorney	Work Location: 255 Greenwich Street NY, NY 10007
Division: General Counsel	Work Unit: Legal
Job ID: 632020	Number of Positions: 1

Organizational Profile:

The Mayor's Office of Contract Services (MOCS) is a New York City oversight and service agency that manages procurement citywide, from planning and release of agency solicitations to payment of vendors. Annually, agencies procure billions in products and services from a diverse pool of vendors that represent various industries. MOCS therefore aims to ensure that the procurement process remains fair, transparent, efficient, and cost-effective.

MOCS makes it easier to do business through use of end-to-end technology tools, increases transparency by publication of enriched data and hosting public hearings, and strengthens procurement operations by providing direct assistance and resources to all stakeholders. MOCS also partners with agencies and vendors to identify areas for policy reform, resulting in ongoing process improvement to reduce administrative burdens and increase the positive impact of services on communities. The MOCS Director serves as the City Chief Procurement Officer.

Job Description:

Under the direction of the General Counsel, with latitude for the exercise of independent judgment, the Agency Attorney is responsible for assisting with legal and policy projects of the office; providing legal advice to other MOCS and contracting agency staff. Principal duties and responsibilities are as follows:

- Providing legal advice and analysis to the 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, FOIL requests and pending legislation;
 - Drafting of memoranda of policy and procedure, guidelines for implementation of new legislation, non-responsibility determinations, agency contracts, and corrective action plans;
 - Representing the CCPO/MOCS in connection with 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 and compliance with various local laws, rules, and regulations;
 - Training agency contracting 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. Do you have a baccalaureate degree from an accredited college or university?
2. Do you have an associate degree from an accredited college or university along with two (2) years of experience with administrative, analytic, coordinative, supervisory or liaison responsibilities?
3. Do you have a four-year high school diploma, or its educational equivalent approved by a state's Department of Education or a recognized accrediting organization along with four (4) years of experience as described in question "2" above?
4. Do you have a satisfactory combination of education and/or experience equivalent to that described in questions "1," "2," and/or "3" above?

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 cityjobs.nyc.gov and search for Job ID#: 632020.
Current City Employees, please go to cityjobs.nyc.gov and search for Job ID#: 632020.

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For technical assistance, please use the following supported browsers: Chrome 35 and above, Firefox 24 and above, Internet Explorer 9 and above, and Safari 6 and above. If you encounter any errors, please clear your cache (web browser history). For instructions, please visit https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=NYC_EHIRE_HEL

P_FL&Action=U&. When navigating this website, you should use only the links and navigational buttons within the pages. Using your web browser's BACK, FORWARD or REFRESH buttons may cause loss of data or lead to unintentional log outs.

Only those candidates under consideration will be contacted. No phone calls, faxes or personal inquiries permitted.