



Job Title	Assistant Deputy Director of Procurement
PVN ID	VC-1804-002441
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Contracts Unit
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 30, 2018 (Or Until Filled)

General Description

Position Description and Duties:

Reporting to the Deputy Director of Procurement, this position is responsible for overseeing and managing the full range of activities necessary to develop, solicit, award and negotiate assigned procurements in accord with City University of New York's Office of Facility Planning, Construction and Management (FPCM) / City University Construction Fund (CUCF) policies and procedures and all applicable rules and regulations. The Assistant Deputy Director will manage a portfolio of assigned, complex procurements that will primarily include (but are not limited to) architectural, engineering, and construction contracts and change orders.

Salary commensurate with education, qualifications and experience.

Closing date for applications: April 30, 2018.

Other Duties

Key Responsibilities:

- Collaborate and coordinate with internal and external stakeholders -- at various organizational levels -- including program, legal, finance/budget, vendor integrity, colleges, oversight agencies, and vendors, to achieve a superior, seamless support service function that results in timely and effective awards to responsive and responsible vendors.
- Assess and select appropriate method of procurement, establish procurement plans and schedules in accordance with best procurement practices, CUCF/FPCM policies and procedures and applicable law and regulations.
- Develop and implement project-based procurement solicitations, contracts and task order documents.
- Act as CUCF/FPCM procurement representative throughout the complete procurement life-cycle process.
- Ensure state/city opportunity program requirements, such as the utilization of small businesses, minority/women-owned businesses and service disabled veteran owned businesses are appropriately considered and incorporated into assigned procurements.
- Participate and oversee evaluation and award processes.
- Review and participate in negotiations for construction and related capital procurement contracts, sourcing agreements and task orders.
- Review and participate in problem resolution with senior management.
- Perform contract administration and data management activities including (but not limited to) bonds, insurance, sub-contractor reviews, funding/budget reviews, system registration processing, and data management analysis.
- Maintain procurement, project and contract related data and records including board resolutions.
- Recommend opportunities to improve service and the procurement function.
- Responsibilities may involve supervision and training of subordinate staff.
- Perform related duties as assigned.

Qualifications

Qualifications:

- Bachelor's degree and five years' related public sector contracting, procurement or purchasing management experience required.
- Excellent written, verbal and interpersonal communication skills, plus negotiation and presentation skills.
- Ability to work effectively individually and collaboratively with diverse stakeholders at various organizational levels.
- Detail oriented and accurate with strong quantitative, data management, financial, and critical analysis and research skills.
- Strong organizational and planning skills including the ability to manage a large workload, multiple assignments, conflicting priorities and meet deadlines in a time-sensitive office.
- Knowledge and experience with public sector/governmental procurement; experience with state and/or city policies, procedures, rules, regulations and laws is highly desirable.
- Experience with public/governmental design and constructions projects and processes.
- Advanced proficiency using computers and standard MS Office, financial and database applications and systems.

- Knowledge and experience with state and/or city financial, budget or contract systems including the NYS Statewide Financial System (SFS) and/or the NYC Financial Management System (FMS) is highly desirable.