



# Contract Management Specialist 1, M/C-18

**Administrative Services Unit**

**Salary: \$65,164 - \$80,860**

**Reference #24-31**

Advance your career in government finance, management, and public policy at the New York State Division of the Budget (DOB)! DOB develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

We are seeking motivated individuals and critical thinkers and writers to join our team.

## Responsibilities

The Contract Management Specialist 1 for the Contracts Team at DOB is typically involved in:

- Assisting the management of concurrent procurement processes to meet scheduled milestones for various active procurements including: creation of solicitation documents; development of evaluation criteria; cost analysis; administrative duties; contract negotiation and writing; compilation of contract documents for the procurement record and outside review.
- Communicating procurement-related topics to diverse stakeholders including 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 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.

## Qualifications

- Ability to work both independently and collaboratively with diverse stakeholders.
- Exceptional written and verbal communications skills, with a demonstrated ability to skillfully draft and edit complex documents.
- Well organized, detailed oriented and successful managing multiple projects with competing deadlines.
- Skilled in creative and strategic thinking.

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.



## **Benefits of Working at DOB**

Learn about DOB's benefits: including health and wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

## **Experience of Working at DOB**

Entry level analysts benefit from the knowledge and mentoring of seasoned staff while learning policy development and implementation. For more on what it's like to work at DOB, check out DOB's [Employment video series](#).

## **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. Select [Contracts/Procurement](#) in the Professional Interests section for this specific vacancy. 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 [CareerOpportunities@budget.ny.gov](mailto:CareerOpportunities@budget.ny.gov).

### **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to [Accessibility@budget.ny.gov](mailto:Accessibility@budget.ny.gov).