

**Position Title:** Deputy Agency Chief Contracting Officer (Deputy ACCO)

**Job ID Number:** 26267

**Location:** New York, New York

**ORGANIZATIONAL PROFILE:**

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, city agencies, non-profits, foundations and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety.

**JOB RESPONSIBILITIES:**

MOCJ is seeking an exceptional procurement professional to serve as the Deputy Agency Chief Contracting Officer (Deputy ACCO) assisting the Agency Chief Contracting Officer (ACCO) to oversee MOCJ's contract unit. The successful candidate will have worked in a fast-paced environment and have extensive experience in managing City procurements, including reviewing, approving, and executing documents on behalf of the Office's Chief Financial Officer (CFO) and the ACCO. Candidates should be highly motivated and should be able to retain and communicate the big picture without compromising a detail orientation. The Deputy ACCO will report directly to the ACCO. Duties will include but are not limited to:

- Assist the ACCO in managing staff responsible for the procurement of criminal justice services for MOCJ and its units;
- Provide policy and/or legal advice and counsel to Agency Chief Contracting Officer and senior management regarding procurement policies and regulations including but not limited to PPB Rules, MOCS policies, Comptroller Directives, City Charter, Mayoral Executive Orders and other applicable laws and regulations;
- Support Criminal Justice Counsel on joint-projects which includes legal research, memo drafting, letter drafting, data analysis, legal opinions and note-taking;
- Spearhead special initiatives and time-sensitive solicitations as requested by the First Deputy Commissioner;
- Expertise with creatively and innovatively crafting contracts to suit agency goals and to make new and exciting recommendations to ACCO and senior staff to resolve complex procurement/legal matters (e.g. suggestion to leverage other vendor space to accommodate program whose space was inaccessible due to construction in the court-house);
- Support the ACCO in being a subject matter expert regarding the PPB Rules, Mayor's Office of Contract Services policies and Office of the Comptroller directives;
- Support the ACCO in being an agency liaison to other City Agencies;
- Support the ACCO in being an inter-unit liaison on a variety of procurement, procurement planning, payment and budget issues;
- Oversee contracts from their inception through registration and subsequent payment which include: reviewing proposals and negotiating adequate deliverables, contract drafting, identifying and facilitating the resolution of contract and procurement issues; performing amendments, renewals and re-solicitations as needed; completing nearly two dozen tasks through the Automated Procurement Tracking

System for each procurement action; preparing and approving requisitions and encumbrances in the Financial Management System;

- Draft, review, and/or edit procurement solicitations, including but not limited to, Request for Proposals, Negotiated Acquisitions and Small Purchases;
- Serve and unit expert in FMS and APT functions;
- Prepare documentation in response to FOIL requests in compliance with State mandates;
- Train new colleagues and provide technical support and advice to peers;
- Attend citywide contract meetings and update ACCO and colleagues on new developments and policies which affect our contracts

**PREFERRED SKILLS/QUALIFICATIONS:**

The successful candidate must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis. In addition, the preferred candidate should possess the following:

- A BA required. A JD or a Master’s degree in a social science discipline or relevant discipline preferred.
- Five years of experience with relevant experience (or two and half years with Mayor’s office) and a demonstrated interest in criminal justice.
- Ability to balance competing priorities, complex situations and tight deadlines; ability to think outside of the box and develop novel strategies for analysis; ability to work independently in a fast-paced environment; ability work comfortably with a wide variety of people at different levels within the organization.
- Excellent written and verbal communication skills, with the ability to present data and research projects.
- Prior experience in procurement preferred.

**SALARY:**

Commensurate with experience

**TO APPLY:**

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment.**

**The City of New York and the Office of the Mayor are Equal Opportunity Employers.**

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