

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title:	Chief Contracting Officer
Job Status:	Full-Time
Department:	Procurement
Salary Range:	\$145,000 - \$155,000 annually
Location:	200 Liberty Street 24th Floor, New York, NY 10281

POSITION SUMMARY:

The Chief Contracting Officer leads BPCA's procurement activities, from the development of scopes of work through contract execution and, eventually, close-out — including the development and implementation of policies and procedures in accordance with applicable law and best practice, the review of procurement records to ensure compliance with the same, and the management of the Authority's internal tools for managing procurement workflows and documentation. Supervising a team of four full-time staff members and working closely with the Authority's Diversity and Legal Departments, the CCO oversees a portfolio of approximately 180 active contracts with the aggregate

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value of nearly \$500M, and an annual volume of approximately 200 Procurements (including Amendments and Change Orders).

Essential Duties:

Essential responsibilities of this position include but are not limited to:

- Supervise the planning, solicitation, and contracting process for the purchase of commodities and services across all departments of BPCA;
- Lead a team of four procurement professionals, ensuring management, professional development, support, and accountability;
- Monitor the bid evaluation and contract award processes to ensure the fair and ethical selection of vendors;
- Maintain and augment workflow processing and data management relating to all procurement concerns;
- Spot and collaboratively resolve procurement-related issues with project managers, legal department staff, and others as appropriate;
- Enforce BPCA's compliance with statutory regulations, procurement, and procedure guidelines;
- Compile and submit reports to the BPCA Board and other governmental entities;
- Conduct vendor responsibility checks on all prospective proposers (including the use of PASSPort, Westlaw, OSHA, and other resources);
- Ensure compliance with all State Minority Women Business Entities (MWBE) provisions and promotion their goals;
- Represent the Authority at vendor outreach events and other public forums; and
- Work with other government entities (e.g., NYS Comptroller's Office, NYS Office of General Services (OGS), Council of Contracting Agencies (CCA)) to align BPCA practices with industry-wide best practices.

Education and Experience:

1. A baccalaureate degree from an accredited college and seven (7) or more years of progressively responsible professional experience in contract negotiations/management, purchasing, procurement, contract administration or a related field, in a complex governmental setting, at least eighteen (18) months of this experience must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A graduate degree or a law (J.D.) degree from an accredited law school or admission to the New York State Bar and five (5) or more years of increasingly responsible professional experience as described in "1" above; or,

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3. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Competencies:

- **Planning and Organization** - Coordinating your resources and budgets to meet deadlines and achieve targets.
- **Strategic Management** - Reviewing multiple options and evaluating data, systems and processes to make informed decisions.
- **Professionalism and Ethics** – sets a positive example for others by following high ethical standards.
- **Strategy and Innovation** – focus on the big picture, ensuring that goals and objectives are strategically aligned with the organization’s vision and mission.
- **Empower Others** – gives employees confidence and allows freedom to complete tasks.
- **Influence** – enlists the support and cooperation of others and encourages them to be proactive.

Skills:

- Must be proficient in MS Office (Excel, Word)
- Able to perform contract negotiations

Physical Requirements: N/A

[Apply](#)

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