



ADMIN FOR CHILDREN'S SVCS

Job Posting Notice

Job ID	310657	# of Positions	
Business Title	Executive Director, Competitive Solicitations		
Civil Service Title	ADMINISTRATIVE STAFF ANALYST (
Title Code No	1002A	Level	00
Title Classification	Competitive		
Proposed Salary Range	\$ 62,862.00 - \$ 97,000.00 (Annual)		
Work Location	150 William Street, New York N		
Division/Work Unit	ACCO Procurement (OGC)		

Job Description

Executive Director, Competitive Solicitations: This position will be responsible for working with ACS Divisions contemplating issuing competitive solicitations, like Request for Proposals (RFP) and Negotiated Acquisitions (NA). The candidate will work directly with HHS Accelerator and the ACS Division. The candidate will be the contact on all RFP's issued via the HHS Accelerator and other types of competitive solicitations and will ensure that all solicitations are completed within set time-lines; will collaborate with the appropriate ACS division to ensure that all vendor questions related to the solicitations are responded to in a timely manner; will ensure that any and all required addenda are issued as required with the appropriate approvals; will conduct Evaluator Trainings with the appropriate ACS Division; will consult with the Agency Chief Contracting Officer (ACCO) throughout the solicitation process and will ensure that all appropriate ACS divisions are updated as required throughout the solicitation process. This position requires:

- Knowledge of the RFP process
- Management skills to manage the solicitation process
- Management of relationships with various ACS Divisions and HHS Accelerator staff members
- Problem solving, planning, and customer-service skills
- Excellent Writing skills
- Excellent communication skills
- In-depth experience using MS Project, MS Word, MS Excel

Minimum Qual Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Strong writing and editing skills. Strong verbal and written communications skills. In-depth knowledge and experience of MS Office Programs. In-depth knowledge and experience using Project. Able to interact well with all levels of ACS staff.

Additional Information

Only candidates who are permanent in the Administrative Staff Analyst title or those who are reachable on the current Administrative Staff Analyst civil service may apply. Please include a copy of your Notice of Result card or indicate you are already permanent in the title. Failure to do so will result in your disqualification,

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

The City of New York and the Administration for Children's Services are Equal Opportunity Employers
Committed to Diversity

To Apply

Click on the "Apply Now" button.

Residency Requirement

New York City residency required within 90 days of appointment.