

**Contract Management Specialist 1 OR**  
**Contract Management Specialist Trainee 1 OR**  
**Contract Management Specialist Trainee 2**

**Announcement Posted:**

05/17/23

**Responses must be hand delivered or postmarked by:**

05/27/23

**Salary Range:**

\$61,270 to \$77,912 (Contract Management Specialist 1); **OR**  
\$46,529 (Contract Management Specialist Trainee 1); **OR**  
\$49,202 (Contract Management Specialist Trainee 2)

**Location:**

Division of Budget, Finance and Data Management  
Bureau of Contract Management  
40 North Pearl Street  
Albany, NY 12207

**Grade:**

18/NS (Trainee 1 is NS=SG-13, Trainee 2 is NS=SG-14)

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

**Contract Management Specialist 1 (SG-18):**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#)

View a complete listing of [52.6 transferable titles](#); **OR**

**Contract Management Specialist Trainee 1 (NS=SG-13):**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#)

View a complete listing of [52.6 transferable titles](#); **OR**

**Contract Management Specialist Trainee 2 (NS=SG-14):**

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#)

View a complete listing of [52.6 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

## **Duties of Position:**

Reporting to a Contract Management Specialist 2, G-23, in the Commercial Contracts Unit of the Bureau of Contract Management, duties include, but are not limited to:

- Develop Request for Proposals (RFP) and Information for Bids (IFB).
- Review and develop cost criteria and cost evaluation reports.
- Assist with contract development and negotiations.
- Review contract amendments to determine their validity, and fiscal and programmatic implications.
- Prepare contract amendments and extensions.
- Ensure that procurements and contract transactions comply with all NYS laws, rules, regulations and guidelines.
- Coordinate the contract approval process internally and externally with the NYS Office of the Attorney General (OAG) and Office of the State Comptroller (OSC).
- Review contractor vouchers to ensure that all contract work submitted for payment are compliant with contractual payment provisions.
- Work with staff in Finance and Budget, to resolve payment issues.
- Facilitate contract administration through the Statewide Financial System (SFS).
- Maximize participation in, and compliance with, the Minority and Women Owned Business Enterprises (MWBE) program.
- Maximize participation in, and compliance with, the Service-Disabled Veteran-Owned Businesses (SDVOBs) program.

## **Conditions of Employment:**

A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

## **Remarks:**

- **Candidates should reference posting 23-104 when submitting your application.**
- **If submitting electronically, please reference posting 23-104 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**