**Contract Management Specialist 1 (SG-18); OR**
**Contract Management Specialist Trainee 1 (NS=SG-13); OR**
**Contract Management Specialist Trainee 2 (NS=SG-14)**

**Announcement Posted:**
06/29/22

**Responses must be hand delivered or postmarked by:**
07/09/22

**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); and
- 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 22-168 when submitting your application.
- If submitting electronically, please reference posting 22-168 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.