

Contract Management Specialist 3

Announcement Posted:

9/9/2025

Responses must be hand delivered or postmarked by:

9/19/2025

Salary Range:

\$106,898 to \$131,665

Location:

Division of Budget, Finance and Data Management
Bureau of Contract Management
40 North Pearl Street
Albany, NY 12243

Grade:

27

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

The Contract Management Specialist 3 position will be located in the Bureau of Contract Management (BCM) within the Division of Budget, Finance, and Data Management (DBFDM) and will report to the Contract Management Specialist 4. Duties include but are not limited to the following:

- Supervise staff and oversee all activities of the Voucher Processing Unit and the MWBE/SDVOB Unit.
- Liaison with internal OTDA staff in other divisions and bureaus, as well as external staff at other State agencies.

- Ensure invoices and payments are consistent with all relevant contract terms.
- Oversee timely approvals in SFS of contract-related agency vouchers.
- Oversee the reporting of interest payments.
- Serve as subject matter expert and technical support for contract-related SFS issues.
- Coordinate payment record document submittals for internal and external audits.
- Oversee the submission of reports related to contract expenditures including GASB and discretionary purchasing.
- Review and analyze State guidelines related to payment processing and contribute to policy recommendations to ensure consistency with same.
- Review and analyze State legislation and regulations related to the MWBE and SDVOB programs.
- Assist in the development of outreach activities and training materials related to the MWBE and SDVOB programs.
- Represent OTDA at events related to the MWBE and SDVOB programs as needed.
- Draft MWBE/SDVOB language for inclusion in procurements and contracts.
- Represent OTDA in meetings with Chamber, OGS and ESD related to the MWBE and SDVOB programs as needed.
- Oversee submission of quarterly MWBE and SDVOB reporting and annual goal plans.

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. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 25-157 when submitting your application.**
- **If submitting electronically, please reference posting 25-157 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.