

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 0246800

Assistant Director Contracts, M-5	0246800
Director Contracts, M-6	0246900

Brief Description of Class Series

These positions oversee the Bureau of Contracts at the Office of the State Comptroller. The positions direct staff that review and approve contracts and contract amendments for State agencies and certain State Authorities that meet applicable thresholds. They ensure that the constitutionally mandated responsibility for the pre-audit and approval of applicable New York State contracts is successfully carried out by the agency.

These positions are classified only at the Office of the State Comptroller.

Distinguishing Characteristics

Assistant Director Contracts: one-position class; directly supervises Contract Management Specialists 4; assists the Director Contracts in overseeing the daily activities of the Bureau of Contracts.

Director Contracts: one position class; directs the Bureau of Contracts.

Illustrative Tasks

Assistant Director Contracts: ensures that the constitutionally mandated responsibility for the pre-audit and approval of all New York State contracts with a value of over \$15,000 is successfully carried out; guides the development and implementation of the strategic, operational and long-term planning direction for the Bureau; analyzes the training, technical assistance and support given to agencies in vendor responsibility determination and enforcement; ensures that staff are providing training and technical assistance and support to agencies in vendor responsibility determinations and enforcement; identifies and implements new initiatives aimed at improving customer service and efficiency of operations; identifies major policy issues and overall challenges facing the Bureau and recommends the appropriate staff resources to manage concerns; oversees the contract review process of highly complex contracts; ensures that staff are judging the reasonableness of a procurement methodology or

result by learning, discussing and communicating the technical issues related to the procurement with agency representatives; ensures that staff conduct the necessary research to develop an understanding of current trends; identifies procurement improvement activities to create a customer-focused and efficient approach in contract review; translates policy directives into operational procedures for Bureau staff; recommends and assists in the drafting of legislation that will improve the contracting process for OSC, customers and stakeholders; creates, revises and implements new contract review procedures in light of legislative changes; develops methods to communicate new or amended contract review procedures to OSC staff, stakeholders and customers; meets with agencies not recognized by State Finance Law to gain voluntary compliance with pre-audit findings; makes recommendations on the resolution of sensitive, complex or controversial contracts; signs all contracts that have a value over \$15 million; provides guidance and consultation to executive staff in the formulation of procurement policy; and provides expert technical assistance on matters of statewide procurement operations.

Director Contracts: directs and oversees Bureau operations to ensure that it is operating at reasonable inventory levels and timeframes; leads resolution of contract issues as needed; identifies improvement opportunities; leads and directs special projects and key initiatives related to contract processing and systems and procurement policy and law; serves as project sponsor for projects and special initiatives; represents the Bureau on external initiatives with the goal of improving and maintaining customer satisfaction and OSC involvement in statewide procurement matters; reviews contract pre-audits for contracts not limited to any dollar amount; reviews contract documents, identifies and supervises staff in resolving any contract issues and coordinates with procuring agency as needed; communicates and coordinates with Assistant Director, managers and executive staff to identify improvement opportunities, manage change and promote employee development; reviews workload and resources to identify required organizational changes; designs and implements organizational changes for optimal performance; and leads and directs Bureau administrative responsibilities such as budgeting, expenditure monitoring, staffing, and space management.

Minimum Qualifications

Assistant Director Contracts

Promotion: one year of service as a Contract Management Specialist 4.

Director Contracts

Promotion: one year of service as an Assistant Director Contracts.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work

that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

08/2021

LEM