



## Governor's Office of Storm Recovery

**ANDREW M. CUOMO**  
Governor

### Governor's Office of Storm Recovery (GOSR)

**Job Title:** Contract Manager  
**Department:** Legal, Contract Administration  
**Location:** New York City  
**Job Type:** Full Time, Temporary  
**Salary:** \$68-78K, Commensurate with Experience

**\*This is a long term, temporary position. The selected candidate will be on-boarded through an independent staffing firm, not the State of New York.**

**\*During the COVID-19 pandemic, this position may onboard remotely and be primarily remote with regularly scheduled visits to the office.**

#### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes in recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

#### Job Summary:

The Contract Manager's primary role will be to commercially manage GOSR's vendors, subrecipients and support program contract relationship managers. Specifically, s/he will be responsible for: ensuring that vendor services are delivered with high quality, within scope, budget and on schedule. This position will also serve as the liaison between GOSR and the vendor. The Contract/Vendor Manager will report to the Director of Administration and Senior Counsel.

#### Responsibilities include but are not limited to:

- Reviewing and approving vendor payments.
- Amending contracts and/or subrecipient agreements by developing the vendor/sub-recipient scope, deliverables, timeframe, and budget.
- Monitoring vendor services to ensure that they meet stated goals.
- Managing and documenting vendor performance.
- Developing methods for tracking (MWBE Section 3) requirements.
- Identifying opportunities to minimize waste, fraud and abuse.
- Maintaining project budgets.
- Providing direction to vendor/sub-recipient as needed.
- Serving as primary point of contact for selected vendors.

- Coordinating negotiations of any additions and amendments in Scope of Work.
- Working with vendors and sub-recipients as needed, to fulfill other requirements related to federal funds.
- Processing Task Orders and modifications.
- Reviewing and analyzing contracts from a business perspective to ensure favorable terms for the organization.
- Managing the contract closeout process, preparing closeout documentation, claims resolutions and coordinating the submissions for final closeout.
- Providing advice and guidance to senior management and project staff on contractual matters.
- Preparing and maintaining various reports and tracking mechanisms for both internal and external distribution.
- Managing all contractual issues & changes to contracts and ensuring that changes are communicated to the appropriate internal staff and subcontractors.

## **Qualifications**

- A minimum of six years of progressive contract/vendor management experience.
- Bachelor's degree or equivalent experience required.
- Proven contract management skills and expertise.
- Extremely detail oriented.
- Ability to deliver high quality work in a fast-paced environment.
- Ability to work independently or with limited supervision.
- Excellent analytical and problem-solving skills.
- Demonstrated decision making skills.
- Effective verbal, presentation and communications skills.

## **If interested:**

All candidates must submit a resume to [gosrhrinfo@stormrecovery.ny.gov](mailto:gosrhrinfo@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.