

Governor's Office of Storm Recovery

Contract Manager

Organization Summary

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

Primary Duties and Responsibilities

The Contract Manager's primary role will be to commercially manage GOSR's vendors and support program contract relationship managers. Specifically, s/he will be responsible for vendor efficacy: 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 Manager will report to the Director of Vendor Management.

The Program Manager performs a wide range of duties including some or all of the following:

- Reviewing and approving vendor payments.
- Amending contracts, 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 sec-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

- Must be a NY State resident or able to relocate to NYS
- 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, 3 references, and letter of interest to StormRecoveryJobs@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.