

Governor's Office of Storm Recovery
Director of Vendor Management

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.

Responsibilities will include, but are not limited to:

- Developing policy and tracking plans to ensure that all services are delivered in an accurate and timely manner.
- Developing strategies to monitor the performance of vendors, and strategies including compliance to contract, efficiency, utilization and quality.
- Plan and manage the vendors, and contracts for complex goods and services utilizing a variety of methods, ensuring that all vendors comply with applicable regulations and policies.
- Develop and/or enhance policies and procedures for contractors/sub-contractors activities and establish best practices, and standards.
- Manage procurement activities and various services contracts.
- Evaluate and conduct clarification of contract terms, conditions and intent related to Request for Proposals (RFP)
- Provide direction and assistance to contract managers and program staff throughout the solicitation and contract award process while providing guidance on and/or lead negotiation of prices and contracts.
- Confer with and advise management of critical issues and provide suggested solutions related to procurement and contract management.
- Continually evaluating the performance of the vendor to drive performance improvement through process evaluation and system improvements.
- Tracking and managing vendor costs to budget and forecast.

Qualifications:

- Must be a NY State resident or able to relocate to NYS
- Advanced degree in Construction, Business, Finance, Accounting or equivalent experience years in sourcing, or contracts management.
- Demonstrated excellence in managing complex projects involving multiple stakeholders in a fast-paced environment
- Experience managing contractors with a strong preference for candidates with an understanding of: construction, disaster recovery, federal and state environmental review processes, and federal verification of benefits processes.
- Excellent communication (oral/ written) and networking skills
- Ability to travel within and around New York State
- Experience in publicly funded construction projects.
- Highly proficient in the use of technology for reporting, contracting, and managing multiple projects.

The ideal candidate will meet the following minimum requirements:

- Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

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.