

The Governor's Office of Storm Recovery
Job Posting

Position Title: Senior Procurement Manager

About Us

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Hurricanes Sandy and Irene & Tropical Storm Lee for housing, business, infrastructure & community planning.

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms.

Position Summary

The Senior Procurement Manager is responsible for developing, managing, administering and supervising the Governor's Office of Storm Recovery's procurement of goods and services in accordance with regulations and policies.

Responsibilities include, but are not limited to:

- Developing and overseeing process for contracting services for major procurements, as well as the purchase of supplies, equipment, and materials, ensuring compliance with all federal and state procurement regulations, and internal processes.
- Guiding and assisting office staff in the preparation of bid invitations (including scope of work and specifications development), along with the analysis of bids and the award of contracts.
- Leading in the sourcing of goods and services, and negotiation of prices and contracts.
- Ensuring that files containing all information regarding purchases and services are kept in an orderly fashion.
- Working closely with finance and accounting staff to ensure that vendors are paid on schedule.
- Working closely with the Department of Housing and Community Renewal to identify areas for shared services collaboration, and adherence to procurement requirements.
- Helping to developing trainings and other communications that informs staff of personnel of purchasing procedures and regulations; maintains purchasing records.

- Serving as office representative to obtain service or product information throughout the procurement process.
- Performing research concerning new products or services.

Qualifications

- Bachelor's degree in accounting or finance or related field
- A minimum of 7 years' experience in a procurement management role
- Public sector procurement or financial management experience is preferred.
- Ability to work in fast paced, evolving environment
- Ability to use MS Office - Word, Excel, Outlook, PowerPoint
- Ability to work in a team and independently
- Ability to handle multiple priorities
- Strong organizational and interpersonal skills
- Professional work ethic with a positive outlook