



Job Opening
May 16, 2016

JOB TITLE: Vice President
DEPT: Contract Administration

LOCATION: NYC

BASIC FUNCTION:

Administer the Corporation's contractual portfolio, including procurement contracts, leases, loans and grants. Oversee ESD's efforts to utilize Minority and Women-Owned Business Enterprises (M/WBE's) and Service-Disabled Veteran Owned Business (SDVOB) to ensure compliance with NYS Executive Law Article 15-A. Manage ESD's Insurance and Risk Management department to protect ESD and its subsidiaries against financial loss. Oversee the procurement of goods and services on behalf of ESD and its Subsidiaries.

WORK PERFORMED:

- Review and sign-off on RFP's, RFQ's, notices to proceed, contract reporter exemption requests, Director's materials and proposed contract packages.
- Oversee the audit of vendor/grantee requests for payment for compliance w/contract terms & conditions.
- Oversee the research, development and negotiation of M/WBE and SDVOB participation goals with project sponsors, developers or other entities with whom ESD will engage in contractual relationships.
- Responsible for the monitoring of compliance with pre-established M/WBE and SDVOB goals.
- Coordinate with ESDC's insurance broker the annual solicitation of quotes from insurance carriers for the purchase of various types of insurance coverage to ensure the protection of ESD and its Subsidiaries, employees and assets.
- Confirm the appropriate types and limits of insurance coverage for all ESD and Subsidiary projects.
- Coordinate and manage bid openings.
- Oversee NYS Grants Reform initiative with respect to vendor prequalification for not-for-profit grants in the NYS grants gateway system.
- Prepare and maintain various reports on a quarterly and annual basis for presentation to the Board of Directors.
- Maintain ESD's delegation of signing authority and assist with the implementation and monitoring of internal controls.
- Ensure compliance with OSC requirements
- Support the Chief Financial Officer and perform other duties and special projects as requested.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree in Finance, Accounting or Business Administration (MBA a plus).

Excellent communications - written & verbal; and analytical skills.

Equivalent Experience required: 10+ years' business experience, including supervisory and management responsibility experience. 3-5 years' experience in insurance and risk management.

Knowledge required: Familiarity with internal auditing practices; internal controls; NYS procurement guidelines.

APPROXIMATE STARTING SALARY: \$90,811 - \$113,514

INQUIRE

Eileen Mason, VP-Human Resources

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER