



Job Title	Diversity and Contract Compliance Analyst
PVN ID	VC-2301-005329
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Office of Capital Budget and Finance
Status	Full Time
Annual Salary	\$55,000.00 - \$63,000.00
Hour(s) a Week	35
Closing Date	Aug 29, 2023 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 270,000 degree-credit students at 25 institutions in New York City.

The Capital Procurement Services Unit of CUNY's Office of Facilities Planning, Construction and Management (FPCM) is responsible for the procurement, management, and administration of contracts and task orders for architectural, engineering, construction, and related services for all of CUNY's facilities across the five boroughs.

Other Duties

- Manage FPCM's Minority and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business Enterprise (SDVOB) programs to ensure compliance with New York State statute
- Prepare quarterly reports on MWBE and SDVOB utilization for submission to the New York State Empire State Development (ESD) and the New York State Office of General Services (OGS), respectively
- Evaluate Offeror solicitation submissions to determine the validity of proposed MWBE or SDVOB targets; and ensure selected contractors comply with approved goals
- Be a key member of the team that coordinates, plans and manages the annual CUNY MWBE conference
- Attend MWBE and SDVOB conferences throughout the year, including serving as an exhibitor at certain conferences
- Function as the liaison to ESD and OGS on all matters pertaining to MWBE and SDVOB, including participating in their mandatory meetings
- Ensure all small discretionary purchases are made through certified MWBEs or SDVOBs
- Register City Capital Fund-supported contracts with the New York City Comptroller
- Work on special projects, and other related duties as assigned

Qualifications

- A bachelor's degree from an accredited college is required
- Knowledge of New York State Procurement Laws and Guidelines
- Experience working in the New York City Financial Management System (FMS) performing contracting, procurement and sourcing functions
- Excellent writing, interpersonal, customer service and presentation skills
- Ability to write business letters and correspondence
- Advanced Microsoft Excel and Word skills
- Ability to adapt to a fast-paced work environment and changing needs and priorities
- Must be detailed oriented and well organized; ability to multi-task, meet deadlines and work independently
- Strong ability to handle multiple procurement requests concurrently and on an on-going basis
- Proven ability to manage a large workload within extremely