

**Contract Management Specialist 1 (NY HELPS) OR  
Contract Management Specialist Trainee 1 OR  
Contract Management Specialist Trainee 2**

**Announcement Posted:**

4/21/2025

**Responses must be hand delivered or postmarked by:**

5/1/2025

**Salary Range:**

\$66,951 to \$85,138 (Contract Management Specialist 1); **OR**  
\$53,764 (Contract Management Specialist Trainee 1); **OR**  
\$59,994 (Contract Management Specialist Trainee 2)

**Location:**

Division of Budget, Finance and Data Management  
Bureau of Contract Management, Purchasing Unit  
40 North Pearl Street  
Albany, NY 12207

**Grade:**

18/NS

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

NY Helps: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**NON-COMPETITIVE QUALIFICATIONS:**

For Trainee 1: A bachelor's or higher degree

For Trainee 2: A bachelor's degree and one year of professional experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms. A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level: A bachelor's degree and two years of professional experience managing contracts and related budgets including one or more of the following areas: negotiation with contractors and vendors; fiscal management, including bidding, payment, analysis, and fiscal reporting; contract development, including developing requests for proposals; contract execution, including securing signatory approval from control agencies; monitoring and review of contract terms. A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**OR**

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c-recruitment-resources-center).

**COMPETITIVE QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

**Duties of Position:**

Reporting to a Contract Management Specialist 2 (CMS2), the Purchasing CMS 1 tasks and duties include the following:

- Acquire commodities, services and technologies that enable programs to fulfill their respective missions while ensuring fair and open competition; conduct successful procurements from start to finish.
- Ensure all purchases are in compliance with State Finance Law, the NYS Procurement Guidelines, and the OGS Business Services Center (BSC) rules.
- Communicate in written and oral form to vendors and program areas to assist with customer problem resolution and education related to procurement.

- Receive/review Agency Purchase requests in the Statewide Financial System (SFS) for completeness, accuracy, and all required backup documentation.
- Determine appropriate purchase method, Preferred Source, OGS contract, or discretionary spend purchase. Facilitate MWBE and SDVOB utilization. Determine reasonableness of price.
- Maintains accurate procurement records.
- At the request of program areas or supervisor, initiates SFS Purchase Order Change Notices (POCN's).
- Reviews and reconciles information between monthly Credit Card statement and SFS for use in creating an MWBE report.
- Sends out receiving notifications to program areas and tracks/ensures completion.
- Keep supervisor apprised of any possible problems or delays in processing and managing purchases/procurements.
- Support supervisor in the creation and implementation of modern procurement methodologies and training aids; recommends opportunities for purchasing improvements for staff, develops solutions to meet changing customer needs.
- Perform special assignments and other duties.

### **Conditions of Employment:**

A contingent permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

### **Remarks:**

- **Candidates should reference posting 25-072 when submitting your application.**
- **If submitting electronically, please reference posting 25-072 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.