



Capital Contracts Administrator

Reports to: SVP of Design and Construction

FLSA Status: Non-Exempt

Hours/Week: 37.5

Hudson River Park Trust (the "Trust") seeks a self-directed Capital Contracts Administrator whose primary responsibility will be to strategically manage the procurement process within the Trust's Project Management, Design and Construction (PMDC) and Facilities departments consistent with NYS and Trust rules, goals and priorities.

Background:

The Trust is a public benefit corporation created by act of the NYS Legislature and a 501(c) (3) charitable organization. The mission of the Trust is to construct, maintain and operate a heavily used four mile long waterfront park on Manhattan's west side. Hudson River Park features landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Park, one of the longest riverfront parks in the United States, is a beloved, urban recreational paradise. Attracting 17 million visits each year, the Park offers a myriad of recreational and educational activities for local residents and visitors alike, and plays a critical role in protecting the Hudson River environment. The Park is approximately 75% complete, and the Trust now has secured sufficient resources to finish all public use areas.

Job Scope:

The Trust uses a wide variety of contractors and consultants to design and build new park features and undertake capital maintenance projects under the oversight of our PMDC and Facilities departments. The Trust seeks a strategic thinker who is highly organized with excellent written and verbal communications skills to coordinate procurement and play a key role in administering contracts in accordance with NYS and Trust rules and policies. The position will report to the Senior Vice President of PMDC but will also work closely with project managers charged with implementing design and construction projects and with senior representatives from the Legal and Finance Departments. The overall scope of the position entails both improving and implementing systems and completing day-to-day administrative tasks related to successful procurement and contract management.



Responsibilities:

- Increasing the pool of bidders responding to Trust procurement opportunities,
- Establishing appropriate goals for participation by MWBE and SDVOB businesses in Trust contracts,
- Regularly reporting on MWBE and SVOB contracting and subcontracting efforts; monitoring and effectively flagging contracts for potential shortfalls of required compliance.
- Properly assembling bid packages and bid documents,
- Seamlessly administering open RFPs and similar procurement tools under deadlines,
- Managing bidder and vendor communications during the procurement phase; assisting with bidder vetting and selection,
- Working with PMDC project managers to ensure contract compliance throughout the life of the contract,
- Securing and tracking required financial and other information to support the payment and contract performance processes.
- Administering the construction change order process - accepting change order requests, reviewing for completeness, routing through Trust processes, and monitoring and reporting on status.

Specifics:

Performing these responsibilities successfully will require expertise in NYS (and ultimately) Trust procurement requirements and interest in, and ideally knowledge of, the design and construction sectors. For this reason, the Trust has a strong preference for candidates able to demonstrate experience in NYS procurement including MWBE and SDVOB utilization. Daily use of databases, whether to create or identify prospective vendors or to track payments and performance, will also be required. Candidates should have an interest in developing successful relationships with peers doing similar work at other government agencies and in engaging with potential bidders at periodic outreach events.

Qualifications:

Experience

- Demonstrable experience in NYS public procurement
- Familiarity with NY State MWBE and SDVOB program requirements



- Experience creating and using Excel and other databases, and in providing analysis and reporting on processes
- Familiarity with design and construction contracting

Desired Abilities & Skills:

- Strong Planning and Organizational Skills.
- Excellent data management techniques.
- Strong written and verbal communication skills.
- Ability to work both independently and in diverse, cross functional teams.
- Ability to handle multiple tasks simultaneously, identify critical tasks, establish priorities and meet deadlines.
- Highly proficient with Microsoft Excel

Compensation:

- Competitive salary combined with an excellent benefits package including: generous PTO, medical, dental vision and disability coverage, commuter benefits, Flexible spending and participation in New York State Pension System.

Application Process:

Submit resume and cover letter to resumes@hrpt.ny.gov. Indicate Job Code: PMDC CCP 2019 in the subject line of the email. No phone calls please.

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

For more information on the Park, visit hudsonriverpark.org