



Job Opening

**Job Posting:** 09/14/2021

**Application Deadline: 30 days or  
until position is filled**

**JOB TITLE:** Procurement & Risk Manager (IT/Insurance)

**LOCATION:** NYC

**DEPT:** Contract Administration

**BASIC FUNCTION:**

Procurement of goods and services related to ESD's Information Technology Division to ensure compliance with Public Authorities Law, NYS Finance Law, NYS Tax Laws and ESD Procurement Guidelines, as well as administration of insurance broker and consultant contracts, and management of corporate insurance allocation costs.

**WORK PERFORMED:**

- Drafts Request for Proposal's (RFP), Request for Qualification's (RFQ), Mini-Solicitation, Procurement Opportunity Advertisements approval requests, Notices to Proceed, Contract Reporter exemption requests and Directors materials related to the ESD Information Technology goods and services.
- Prepares commitment request/contract packages for the ESD Information Technology goods and services to ensure compliance with ESD's Procurement Policy.
- Prepares requisition request packages for ESD Information Technology goods and services to ensure compliance with ESD's Procurement Policy.
- Forwards all competitive solicitation advertisements, RFP's, RFQ's, Procurement Opportunity Advertisements, Contract Reporter Exemptions and Notices to Proceed for to ESD Information Technology good and services to the Procurement Director to ensure compliance with Public Authorities Law, NYS Finance Law, NYS Tax Laws and ESD Procurement Guidelines.
- Maintains procurement record for solicitations for ESD Information Technology goods and services.
- Track options and/or renewal dates for ongoing services and maintenance agreements for ESD Information Technology goods and services.
- Participate in Information Technology Department team meetings, when appropriate, to plan ahead for new requirements.
- Lead ongoing communication and interaction with the ESD Information Technology Department.
- Assists Procurement Director with managing and documenting bid opening process for ESD Information Technology goods and services.
- Plan, develop, and manage the RFP process for the selection of ESD's insurance broker to furnish, a wide range of insurance marketing, placement, advisory, administrative and claims handling services for ESD and its Subsidiaries insurance policy portfolio.
- Plan, develop and manage the RFP process for the selection of any ESD insurance consultants.
- Assists the Director of Procurement and Department Head with the annual insurance renewal process, including the solicitation of bids from insurance carriers for various types of insurance coverage to protect ESD and its Subsidiary employees and assets.
- Confirm the appropriate types and limits of insurance for all ESD and Subsidiary projects/contracts.
- Maintains insurance premium allocation spreadsheet and insured property lists.
- Assists the Director of Procurement and Department Head with payment of all insurance premiums and related costs.
- Assists with the development, implementation and monitoring of internal controls related to insurance and risk management.
- Ascertain compliance with the Office of the State Comptroller & New York State Contract Reporter processing and reporting requirements.
- Completes various miscellaneous procurement and insurance related projects as assigned by Department Head.

**Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.**

**EDUCATION & REQUIREMENTS:**

Education level required (*education required for this position*): **Four-year business degree or related field.**  
Equivalent Experience required (*include no. of years required*): **Three to five years of experience in procurement required. One of more years in IT-related procurement preferred. One of more years of experience in insurance and risk management preferred.**

Knowledge Required: Strong interpersonal and communication skills. Knowledge of procurement rules and regulations. Knowledge of commonly used contracting methods and contract types. Knowledge of cost and price analysis techniques. Knowledge of negotiating tactics. Familiarity with business practices and market conditions applicable to program requirements.

**INQUIRE**

Donna Knief – Human Resources Dept.

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body*

**Internal Candidates:** *Complete [Posting Application](#) and attach a copy of resume*

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