

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Procurement Analyst	<b>Level:</b> M1
<b>Title Code No:</b> 82976	<b>Annual Salary:</b> \$49,492 / \$53,373 - \$136,198
<b>Office Title:</b> Assistant Agency Chief Contracting Officer	<b>Work Location:</b> 59-17 Junction Blvd., 17 <sup>th</sup> Floor, Flushing, NY
<b>Division/Work Unit:</b> Agency Chief Contracting Office	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours a week/Days	<b>Agency Tracking #:</b> N/A

**Job Description**

Under direction of the Assistant Commissioner/Agency Chief Contracting Officer, with considerable latitude for independent action, the selected candidate will serve as Assistant Agency Chief Contracting Officer (“Assistant ACCO”), and will be responsible for supervising programs within the ACCO’s Office, coordinating workflow, overseeing and managing reports relating to the operation of the office, and making recommendations to the Assistant Commissioner/Agency Chief Contracting Officer. The Assistant ACCO will assist in special projects as determined by the ACCO, the general development and implementation of City policies and procedures, developing new procedures, and representing the Agency at meetings with other Agency/Bureau staff; and will also serve as liaison with the Mayor’s Office of Contract Services, the Office of the Comptroller, and other City Agencies. The Office of the Agency Chief Contracting Officer (ACCO) is responsible for overseeing all procurement functions within the Agency. Its mission is to support the operating bureaus in the procurement of goods, services and construction, while in compliance with the Rules of the Procurement Policy Board and the Charter of the City of New York.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; *or*
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above. Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

**Essential Skills**

The selected candidate should have knowledge of the Financial Management System (FMS), Automated Procurement Tracking (APT), Vendex System, Procurement Policy Board Rules, New York City and State Minority and Women Owned Business Enterprise Programs (MWBE), and a working knowledge of Microsoft Excel and Microsoft Word.

**To Apply:**

The JVN# is located at the lower right CORNER of this page.  
 NYC Department of Environmental Protection  
 Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108  
*OR*  
 Via E-mail, please submit your resume in Adobe PDF or Microsoft Word  
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:  
[Recruit@dep.nyc.gov](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)  
 NYC Residency is required within 90 days of appointment  
 Appointments are subject to OMB approval

<b>Post Date:</b> 05/16/2011	<b>Post Until:</b> 05/31/2011	<b>JVN:</b> 826-11-86966-ACCO
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**The City of New York is an Equal Opportunity Employer**