

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

Civil Service Title: Procurement Analyst	Level: 01
Title Code No: 12158	Annual Salary: \$34,903 / \$40,139 - \$59,199
Office Title: Buyer	Work Location: 59-17 Junction Blvd., Flushing, NY - 17 th Floor
Division/Work Unit: Agency Chief Contracting Office Procurement Management Office	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under general supervision, the selected candidate will assist in the procurement of goods and services through various procurement methods; review purchase requisitions, procurement and contract documents, check descriptions and specifications to determine their accuracy and adequacy and consult with appropriate agency staff to address discrepancies; participate in the preparation of small purchase solicitations, the solicitation of large bids, review bids and take part in the tabulation and analysis of bids submitted by vendors to ensure conformity to all procurement requirements; and will interface with agency personnel, other municipal agencies, and the vendor community as required, providing appropriate service and support.

Qualification Requirements

1. A baccalaureate degree from an accredited college and 6 months of satisfactory, full-time, professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; *or*
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; *or*
3. A four-year high school diploma or its educational equivalent and two-and-one-half (2½) years of satisfactory full-time professional experience as described in "1" above; *or*
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and six months of experience as described in "1" above.

Essential Skills

The selected candidate must have the ability to handle multiple tasks simultaneously, strong interpersonal, communication, and organizational skills; and knowledge of the City of New York Procurement Policy Board rules and the Financial Management System/3 ("FMS/3"). Knowledge of the Vendex and Automated Procurement Tracking ("APT") systems is also preferred.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th 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

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 2/7/2012

Post Until: 2/21/2012

JVN: 826-12-98079-ACCO

The City of New York is an Equal Opportunity Employer