

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Procurement Analyst	Level: I
Title Code No: 12158	Salary: \$34,903/\$40,139-\$59,199 Frequency: ANNUAL
Business Title: Contract Analyst	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 155392	Hours/Shift: Day Tour

Job Description

Under direction of the Deputy Agency Chief Contracting Officer (DACCO) for contracts, with some latitude for discretion, serves as Contract Analyst for processing the purchasing of services and construction and construction-related services. He or she will exercise the procurement functions for all Department formal contracts and agreements in compliance with the New York City Charter and Rules of the Procurement Policy Board. The duties include:

Preparation of solicitations, determinations, specifications, agreements, and compliance forms to ensure that services are procured in a timely manner to meet the goals and objectives of the agency.

Coordination with all stake holders in the procurement process including end users, legal staff, budget and fiscal staff, design and construction, programs staff and environmental health staff.

Coordination with oversight agencies including the Mayor's Office of Contract Services (MOCS), Law Department, Office of Management and Budget (OMB) and Department of Citywide Administrative Services (DCAS).

Enter and retrieve data from automated information systems, specifically VENDEX, FMS, APT, and DCAS/DMSS Direct Order and Storehouse requisitions. Maintains procurement status reports.

Conduct research relating to vendors/contractors integrity and capacity to provide goods and services responsibly; follow up on problems regarding the delivery of goods and services.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and six 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 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 6 months of the experience described in '1' above.

SPECIAL NOTES:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

Preferred Skills

1. A baccalaureate degree from an accredited college and
2. Four years of full time, satisfactory professional experience in purchasing, and
3. Four years experience with automated information systems: VENDEX, FMS, APT, and DCAS/DMSS Direct Order and Storehouse requisitions;
4. Excellent desk top computer application knowledge and skills, and
5. Excellent writing skills (a writing sample may be required.)

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#155392.

Attention: Sharen Harris

This position is only open to City employees who are permanent in the title of Procurement Analyst.

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 07/31/2014	Post Until: 08/15/2014
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The City of New York is an Equal Opportunity Employer