

**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: Purchasing Agent	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 155434	Hours/Shift: Day Tour
<b>Job Description</b>	
<p>Under direction of the Deputy Agency Chief Contracting Officer (DACCO) for the COP Intake unit, with some latitude for discretion, serves as Purchasing Agent for processing the purchasing of goods and services and construction and construction-related services to ensure that services are procured in a timely manner to meet the goals and objectives of the agency. Procurement tasks include:</p> <p>Review of procurement documents verifying descriptions and specifications for accuracy and adequacy and ensuring conformity and oversight compliance;</p> <p>Preparing vendor due diligence reviews and responsibility determinations; fixed asset tracking inventory and tracking in compliance with Comptroller's Directive 30; copier inventory and orders, responses to the Mayor's Office of Contract Services Turn Around Documents (TADs) requests for data and information, and the Department's performance evaluation portfolio.</p> <p>Processing encumbrances, purchase orders, and requisitions in compliance with PPB Rules, Department of Citywide Administrative Services (DCAS), Department of Information Technology (DoITT), New York State Office of General Services (NYS OGS) and General Services Administration (GSA) rules and regulations;</p> <p>Enter and retrieve data from automated information systems, specifically VENDEX, FMS, APT, and DCAS/DMSS Direct Order and Storehouse requisitions; Maintains procurement status reports.</p> <p>Consultation with appropriate agency staff to address inconsistencies/discrepancies in procurement documents, attend field site inspections; follow up on problems regarding the delivery of goods and services.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>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</li> <li>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.</li> </ol> <p><b>SPECIAL NOTES:</b> 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.</p>	
<b>Preferred Skills</b>	
<ol style="list-style-type: none"> <li>1. A baccalaureate degree from an accredited college and</li> <li>2. Four years of full time, satisfactory professional experience in purchasing, and</li> <li>3. Four years experience with automated information systems: VENDEX, FMS, APT, and DCAS/DMSS Direct Order and Storehouse requisitions;</li> <li>4. Excellent desk top computer application knowledge and skills, and</li> <li>5. Excellent writing skills (a writing sample may be required.)</li> </ol>	
<b>Residency Requirement</b>	
<p>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.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#155434</p> <p style="text-align: center;">Attention: Sharen Harris</p> <p style="text-align: center;"><b>This position is only open to City employees who are permanent in the title of Procurement Analyst.</b> Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 07/31/2014	Post Until: 08/15/2014

**The City of New York is an Equal Opportunity Employer**