

FULL TIME POSITION: PROCUREMENT OFFICER FINANCIAL MANAGEMENT AND ADMINISTRATION

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The Procurement Officer will assist the Agency Chief Contracting Officer (ACCO) and the Deputy Agency Chief Contracting Officer (DACCO) in fulfilling the purchasing requirements of DSBS' Procurement Unit, which includes but not limited to the preparation of Federal Funds, Community Development Block Grant (CDBG) procurement documents in compliance with the City's Charter and Procurement Policy Board Rules.

Specific daily functions will include, but not be limited to, the following responsibilities:

- Ensure compliance with DSBS's Minority Women Business Enterprise (MWBE) participation goals as established by Local Law 1.
- Assist with preparing small purchase solicitations utilizing the 5 plus 5 requirement associated with the Vendor Enrollment Center, and the MWBE Certification list administered by DSBS.
- Act as a liaison with the Mayor's Office of Contract Services (MOCS), the Office of Management and Budget (OMB), the Comptroller's Office, Department of Information Technology Telecommunications (DOITT), and the Department of Citywide and Administrative Services (DCAS).
- Prepare solicitation notices for publication in the City Record.
- Schedule Public Hearings for contracts.
- In accordance with the Procurement Policy Board Rules (PPB) and State and Federal regulations: prepare all contract documentations such as pre-solicitation reviews, requests for proposals, recommendations for awards, requests for contract changes; perform VENDEX and other public record searches; and prepare responsibility determinations.
- Review submission of contract documents to the Comptroller's Office and input information into the Automated Procurement Tracking (APT) and the City's Financial Management System (FMS) for processing and approval; run reports associated with APT and FMS.
- Assist DSBS program units with contract performance evaluations.
- Assist in gathering data required by oversight Agencies.
- Manage contract records in the Procurement database.
- Act as liaison between program units and the Procurement unit.
- Conduct status meetings with program unit liaisons.

PREFERRED SKILLS:

- Proficient in Outlook, Word, Excel and Access
- Excellent communication and writing skills.
- Ability to exhibit professional demeanor in a fast paced and high-pressure work environment.
- Ability to prioritize and manage a wide array of projects to completion.
- Outstanding attention to detail and follow through.
- 3 years of full-time satisfactory experience
- Satisfactory experience in purchasing, contract administration or a related field.
- Outstanding attention to details and follow through.
- Knowledge of City Procurement guidelines, rules and policies.
- Experience with VENDEX and FMS preferred.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

QUALIFICATION REQUIREMENTS:

- A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience.
- A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above.

How to Apply:

To apply for this position, ALSO email your resume and cover letter including the following subject line:

Procurement Officer to: careers@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Procurement Officer**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Procurement Officer**

The salary for this position is \$55,000 - \$60,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038