

**City of New York**  
**CIVILIAN COMPLAINT REVIEW BOARD**  
**CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Community Associate

Title Code: 56057

**Office Title: Purchasing Agent/Fleet Coordinator**

Agency Division: Operations

Work Location: 100 Church Street, 10<sup>th</sup> Floor., NYC

No. of Positions: 1

Salary: \$33,799.00-\$56,249.00 (Annual)

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Under direct supervision of the Director of Operations, the selected candidate must be detail oriented, have strong planning and organizational abilities, analytical and problem solving skills, solid judgment and decision making aptitudes and effective communication skills.

**JOB DESCRIPTION**

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

As Purchasing Agent, the selected candidate will be responsible for ordering and purchasing all items via establishing vendor encumbrances, utilizing the agency credit card, accessing the citywide Procurement Website (Direct Orders, Central Storehouse, Requirement Contracts and etc...) and creating, executing and submitting contracts to the Comptroller's Office.

Ensuring delivery, funding, billing and resolving all issues accordingly for items purchased.

Monitoring, ordering and distributing supplies from the supply room.

Coordinating agency events and staff trainings.

Responsible for monitoring, researching and resolving all issues related to the agency bank account.

As Fleet Coordinator, the selected candidate will be responsible for tracking and monitoring all vehicle usage including but not limited to: assigning cars to staff, scheduling repairs, gas pin numbers, inspections, annual registrations and parking permits, researching moving violations and parking tickets and ensuring accuracy of car logs, etc....

Maintaining the LENS, WEX, Vision Zero and Zip Car databases and reports. Serve as DCAS fleet liaison and implement all policies.

Handling special assignments and projects including but not limited to providing backup support in the absence of administrative colleagues.

## QUALIFICATIONS

### Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### Preferred Skills

Qualifications should include the ability to use and manage the following programs: FMS, APT, Direct Order, Access on Line (P-Card), WEX, LENS, the internet, NYS OGS contract and RC databases and other systems necessary to facilitate job assignments; work in a fast paced environment and two years of satisfactory clerical experience.

**NOTE: New York City residency is required within 90 days of appointment. However, City employees in this title who have worked for the City for two continuous years, may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.**

### TO APPLY

#### **CITY EMPLOYEES:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 177366**
- 3)

#### **FOR ALL OTHER APPLICANTS:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 177366**

<b>Post Date: 01/05/2015</b>	<b>Post Until Filled</b>	<b>JVN: 177366</b>
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**The City is an Equal Opportunity Employer.**