

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost was 868/2010/001521 & 868/2009/001521

Civil Service Title: Administrative Procurement Analyst	Level: M-1
Title Code No: 82976	Salary: \$49,492 - \$136,198
Office Title: Administrative Procurement Analyst	Work location: 1 Centre Street
Division/Work Unit: DMSS/Procurement Unit	Number of Positions: 7

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 7 Administrative Procurement Analysts Level M-1 to work within the Division of Municipal Supply Services' (DMSS) Procurement Unit. The duties and responsibilities of the prospective candidates' will include the following but not be limited to:

Under administrative supervision, with latitude for the exercise of independent judgment and decision making, perform highly complex professional work involved in the management of contracts from inception to completion. Responsible for a broad range of various procurement activities related to the planning, development and management of contracts. Implement contract management and compliance monitoring duties.

Prepare and evaluate complex bids and solicitations, coordinate selection activities and approve recommendation for contract awards, modifications, special purchases, etc. Perform highly complex market trend analyses and cost/price analyses. Review and approve written justification and other documentation for procurement and post-award actions; draft and develop contract documents, perform analyses and monitor vendor qualifications on responsiveness and responsibility. Resolve contractual conflicts which may arise in the process and engage in managing investigations pertaining to responsibility decisions. Study contract proposals to ensure they meet the agency's requirements and all relevant federal/state/city guidelines.

Evaluate and conduct clarification of contract terms, conditions and intent on all procurement documents. Write, correct and clarify specifications for DMSS and scope of work with agency departments. Manage preparation of specifications for Requirement Contracts and other highly complex and specialized purchases.

Administer the development of and implement ways to improve various aspects of the tracking and expediting function to Procurement staff. Establish and maintain supervisory controls to ensure the unit's work is processed in a consistent and timely manner.

Coordinate the development and modification of contract documents and requirements. Identify and implement procurement and contract administration process improvements consistent with best practices. Confer with and advise management of critical issues and provide suggested solutions related to procurement and contract management.

Demonstrate and continuously improve business expertise within assigned commodity areas, including an in-depth knowledge of industries, suppliers and capabilities. Serve as liaison to other departments, vendors and agencies. Provide guidance to, consult with and advise internal and external clients on procurement methods, strategies and contract administration issues in conformance with applicable requirements, as appropriate.

Review forecasts, negotiate and adjust delivery schedules before critical stages, as necessary. Coordinate, follow-up and issue corrective action plans, as required, on delinquent deliveries. Monitor vendor performance to develop models of processes used by vendors, including determining the root causes of supplier delivery/quality problems. May mediate contract disputes.

May provide guidance and supervision to buyers and clerical staff when required, review work of subordinates and incidentally perform their tasks;. Perform other duties as may be requested.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

New York City residency may be required within 90 days of appointment.

Essential Skills

A Bachelor's degree or higher preferred. Thorough knowledge of procurement practices, principles, terms and conditions and contract law; strong analytical skills with a demonstrated commitment to detail and organization; strong ability to handle multiple contract requests concurrently and on an on-going basis; proven ability to manage a large workload within tight time constraints, establish and maintain cooperating working relationships with a diverse population of staff and make sound decisions; proven ability to work independently in a fast-paced environment and possess a shared organizational value for integrity, flexibility and professional/ethical behavior; proven ability to address problems and obtain solutions in dealing with both internal and external issues; proven written and verbal communication skills.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/001521. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 12/21/2010	Post Until: 3/21/2011	JVN: 868-2011-001521
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The City of New York is an Equal Opportunity Employer.