

**City of New York**  
**DEPT OF CITYWIDE ADMIN SVCS**  
**Job Vacancy Notice – Repost was 868/2010/001525 & 868/2009/001525**

<b>Civil Service Title:</b> Administrative Procurement Analyst	<b>Level:</b> M-2
<b>Title Code No:</b> 82976	<b>Salary:</b> \$54,740 - \$146,276
<b>Office Title:</b> Administrative Procurement Analyst	<b>Work location:</b> 1 Centre St., N.Y.
<b>Division/Work Unit:</b> DMSS/Procurement Unit	<b>Number of Positions:</b> 2

**Hours/Shift:** Day

**Job Description**

The Department of Citywide Administrative Services (DCAS) seeks to hire 2 Administrative Procurement Analysts Level M-2 to work within the Division of Municipal Supply Services' (DMSS) Procurement unit. The candidates will be appointed to a position directly below that of Purchase Director and assist the Purchase Director in managing and supervising the Procurement unit. Duties and responsibilities will comprise the following, but not limited to:

Under direction, with wide latitude for independent action and decision making, assist the Purchase Director in supervising the Procurement unit involving the acquisition of goods. Prepare overall work schedules and coordinate workflow.

Provide assistance in managing pre-solicitation review activities, evaluating solicitation documents and working with user personnel to ensure that needs are satisfied and in a timely and cost effective manner and that technical specifications are in compliance with applicable regulations. Assist the Purchase Director in reviewing and approving contract specifications to ensure conformity to the agency's requirements and federal/state/city mandates as well as determine the most cost-effective way of obtaining the required items. Perform highly sophisticated market trend analyses and cost/price analyses.

Assist in managing the procurement staff in daily activities involving major procurement and contracting functions and negotiations of prices and terms with vendors. Review work of subordinates for efficiency and compliance with established rules and guidelines. Approve recommendations for contract awards, modifications, emergency purchases and extensions of time on contracts. Assist in training activities for agency and procurement staff.

Consult with and advise the Purchase Director and the Agency Chief Contracting Officer on buying policies. Confer with and consult department heads on problems relating to the procurement of goods. Assist and engage in managing investigations pertaining to vendor responsibility decisions, vendor performance and product performance. Monitor the performance of vendors, effect contract changes and modifications.

Under direction, enforce and monitor compliance with various procedures and programs. Aid in developing procedures for the administration of contract and procurement activities, such as solicitation, awarding and processing of bids and contracts. In the temporary absence of the Purchase Director, perform the duties of that position and execute ad-hoc 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; supervisory experience is a must. 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 oversee 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; economics background with ability to forecast trends is a plus.

**To Apply:**

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)

**The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/001525.** 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:** 868-2011-001525

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