

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost was 868-2010-005620

Civil Service Title: Staff Analyst	Level: 01
Title Code No: 12626	Salary: \$45,358.00 - \$61,754.00
Office Title: Contract Specialist	Work location: 1 Centre St., N.Y.
Division/Work Unit: DFMC	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a Staff Analyst to work within the Division of Facilities Management and Construction (DFMC). The Staff Analyst will assist with contract review and preparation of contract documents for

Public bid. The qualified candidate's responsibilities will include, but not be limited to:

- Work with consultants and in-house staff to develop technical specifications, general conditions and specific requirements for lump-sum and requirements contracts
- Assemble front-end documents and combine with technical specifications for submission to the General Counsel and Law Department
- Make necessary modifications based on General Counsel, Law Department and ACCO recommendations
- Prepare necessary addendum for contracts in the bid cycle and conduct field visits, as directed
- Prepare status reports regarding various contracts

Only candidates who are permanent in the title of Staff Analyst or who have taken the Staff Analyst exam should apply.

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation or fiscal management; or in a related area.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

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

Essential Skills

The candidate should possess the following: knowledge of the Procurement Policy Board Rules and Mayor's Office of Contracts procedures; strong computer application skills including Microsoft Excel and Word; excellent communication, written and organizational 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#11/005620. 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: 7/1/2010

Post Until: 7/16/2010

JVN: 868-2011-005620

The City of New York is an Equal Opportunity Employer.