

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Office of Citywide Procurement, Performance Analysis & Assessment

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AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. Specifically, the agency:

- Supports City agencies' workforce needs in recruiting, hiring and training City employees;
- Provides overall facilities management for 55 public buildings;
- Purchases, sells and leases real property;
- Purchases, inspects and distributes supplies and equipment;
- Establishes, audits and pays utility accounts that serve more than 4,000 buildings;
- Implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

The Office of Citywide Procurement (OCP) is the chief procurement agent for the City of New York and is responsible for purchasing certain services and goods whose total value exceeds the small purchase limit (currently \$100,000). Annually, OCP processes procurements worth approximately \$1 billion for over 100 City agencies, departments, boards and authorities. OCP is also charged with quality assurance for most purchases made through its master agreements; warehousing and distribution of goods to agencies throughout the City; and the transfer, sale and other safe disposal of City agencies' surplus goods. OCP supports City operations by providing an efficient, cost effective and customer-focused central purchasing function while ensuring that products purchased and services obtained support the City's long term strategic and environmental goals at the lowest net cost and the highest professional standards.

POSITION TITLE (Max characters 100)

Project Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Summer Project Management will support the efforts of the Director of Special Projects on a number of internal and interagency projects. Activities will include conducting research, analyzing data, attending meetings and creating reports and presentations. Projects will likely include supporting: NYC PrintSmart, the City's first ever managed print project; supporting efforts to prepare for a large scale e-procurement initiative; and assisting with research based on a new spend analysis platform that the Office of Citywide Procurement has recently launched. This is a unique opportunity to experience the breadth and depth City government operations.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Applicants should be curious about how government works, interested in learning new things, and passionate about making processes work better. Excellent written and oral communication skills are a must. Proficiency with Microsoft Office Suite (Word, Excel and PowerPoint) are strongly preferred.

APPLICATION PROCESS (Max characters 700)

In addition to a resume, applicants should submit an original piece of content that they've produced that demonstrates research ability and originality of thought. It may be an essay, presentation, video or anything else.

SALARY RANGE

\$12.00 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)