City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	**Level:** M1
Title Code No: 10026	**Annual Salary:** $49,492 / $53,373 - $136,198
Office Title: Assistant Agency Chief Contracting Officer	**Work Location:** 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Agency Chief Contracting Office/Contract Accounting Office	**Number of Positions:** 1
Hours/Shift: 35 Hours per Week/Day	**Agency Tracking #:** N/A

Job Description

Under direction of the Assistant Commissioner/Agency Chief Contracting Officer with considerable latitude for independent initiative, judgment and decision, the selected candidate will serve as Assistant Agency Chief Contracting Officer ("Assistant ACCO"), and will manage and direct staff responsible for the processing of vendor payments, including construction, consultant, taxes, chemicals, goods, services, and supplies. The Agency Chief Contracting Office processes 20,000 payments per fiscal year totaling approximately 3 billion dollars. The Assistant ACCO will coordinate the day to day operation, implement new procedures, plan and administer the establishment of tracking systems for capital and expense payments, ensuring the system meets the needs of the Agency; develop techniques for the maintenance of statistical reports, participate in the preparation and submission of periodic budgetary, financial, and related reports of a complex nature with regards to payments; serve as liaison with each Bureau within the Agency, other City Agencies, contractors, and vendors; and Establish and maintain cooperative relationships with executive personnel in City and governmental agencies concerning payment activities.

Qualification Requirements

1. A master's degree from an accredited college 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, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; *or*
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" *above*.

Essential Skills

The selected candidate must have knowledge of the Financial Management System / 3 ("FMS / 3"), working knowledge of Microsoft Excel and Microsoft Word, knowledge of accounting procedures, the New York City Comptrollers Directives and Procurement Policy Board Rules. Must have excellent managerial and customer service skills.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.
The JVN# is located at the lower right corner of this page.
NYC Department of Environmental Protection
Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108
OR
Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
placing the JVN# on the upper right corner of your resume as well as in the subject line to:
Recruit@dep.nyc.gov

For more information about DEP, visit us at: **www.nyc.gov/dep**
Residency restrictions apply to this position.
Appointments are subject to OMB approval.

Post Date: 5/11/2012	**Post Until:** 5/24/2012	**JVN:** 826-12-101087-ACCO

The City of New York is an Equal Opportunity Employer