

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Upstate Job Vacancy Notice

Civil Service Title: Procurement Analyst	Level: 02
Title Code No: 12158	Annual Salary: \$42,979 / \$49,426 - \$69,451
Office Title: Procurement Analyst	Work Location: 71 Smith Avenue, Kingston, NY
Division/Work Unit: Bureau of Water Supply/ Water Quality	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

Working in Watershed Water Quality Operations, within the Bureau of Water Supply, Kingston Office, the Procurement Analyst II will report directly to the Kingston Resource Coordinator and be responsible for all aspects of purchasing for Water Quality staff in order to support the Bureaus operational and compliance monitoring. Under general supervision, with latitude for independent initiative and judgment, will perform moderately difficult procurement functions. Candidate will serve as the purchasing coordinator for all Water Quality groups located in Kingston (Field, Laboratory, Wildlife Operations, Mapping & Modeling, Data Management, and Environmental Health & Safety groups). Candidate will prepare purchase orders and requisitions, receiving reports, and act as the location point-person for all purchasing matters. Candidate will become familiar with and comply with, applicable Environmental, Health & Safety (EH&S) laws and regulations, and DEP's policies and procedures as set out in the Employee EH&S Handbook. In addition, the selected candidate will adhere to all Bureau Policies and Procedures.

Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; *or*
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in 1 above; *or*
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in 1 above; *or*
4. A combination of education and/or experience equivalent to 1, 2, or 3 above. College education may be substituted for professional experience under 2 or 3 above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in 1 above.

Essential Skills

N/A

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

Appointments are subject to OMB approval.

Post Date: 08/25/2011

Post Until: 09/09/2011

JVN: 826-12-89650-WS

The City of New York is an Equal Opportunity Employer