

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Procurement Analyst II</u>	Salary:	<u>\$42,979* - \$49,426**</u>
Title Code:	<u>12158</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Procurement Analyst II</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Contract Procurement & Support Services/Agency Chief Contracting Officer (ACCO)</u>		

Job Description

- ◆ Under supervision, with latitude for independent work, prepares and reviews the required procurement documents for renewals, amendments, discretionary and consultant contracts for human and non-human services serving the boroughs of Brooklyn, and Staten Island, or as assigned, to ensure timely submission of requirements and compliance with City's procurement rules and regulations.
- ◆ Coordinate the solicitation process for new awards resulting from procurement processes such as an RFP, Small Purchase, and Competitive Bids for goods and services.
- ◆ Track and log contract information in ACCESS database and in Automated Procurement Tracking System (APT).
- ◆ Assist in planning and establishing the operational policies and systems within the Office of the Agency Chief Contracting Officer that will ensure DFTA's procurement processes comply with the rules and regulations of the oversight agencies.

*Non-City rate.

**City incumbent rate

Minimum Qualifications

A baccalaureate degree from an accredited college and 1 ½ years 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 an associate degree or 60 credits from an accredited college, and 2 ½ years of experience; or a four-year high diploma or equivalent and 3 1/2 years of experience; or the equivalent in education and/or experience. College education may be substituted for professional experience 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 educational equivalent and 1 ½ years of experience as described above.

Preferred Skills

- Knowledge of City procurement process of contract awards, amendments, renewals, etc.
- Direct experience with the Automated Procurement Tracking (APT) System

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY, PLEASE SUBMIT (2) RESUMES INDICATING JVN# TO:

Department for the Aging (DFTA)

Jeanmarie Weber

Employment Manager, Human Resources

2 Lafayette Street, 9th Floor, New York, NY 10007

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

Posting Date: **July 18, 2012**

Post Until: **Filled**

Posting No. **125-13-03-cw**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER