

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$45,615</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>ACCO/Legal/Contract Procurement & Support Services</u>		

Job Description

- Under supervision, with latitude for independent work, prepares and reviews the required procurement documents for awards, renewals, amendments, discretionary and consultant contracts for human and non-human services serving the borough of Brooklyn, or as assigned, to ensure timely registration of contracts in accordance with the City's procurement rules and regulations. Follow up with community Partners to provide contract technical assistance and to collect procurement documents will be essential in order to register a contract.
- Complete contract processing using the Mayor's Office of Contract Services' Automated Procurement Tracking (APT) system; and track contract information in the Department's ACCESS database.
- Coordinate the solicitation process for new awards resulting from procurement processes such as an RFP, Small Purchase, and Competitive Bids for goods and services.
- Assist with special contract projects as assigned by ACCO or Unit Supervisors.

Minimum Qualifications

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

Preferred Skills

Prefer knowledge of City procurement process of contract awards, amendments, renewals, etc., including direct experience with the Automated Procurement Tracking (APT) system. Experience with Access database and Excel a plus.

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

TO APPLY

**All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #154812**

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#154812

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: July 11, 2014	Post Until: Filled	JVN No. 125-15-03-CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER