



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**



**JVN# 130-06-0014C**

<b>Civil Service Title:</b>	Procurement Analyst, Level I	
<b>Office Title:</b>	Procurement Analyst	
<b>Salary</b>		
<b>Non-City Hiring Rate:</b>	\$ 30,405	
<b>City Incumbent Rate:</b>	\$ 32,582- \$ 48,054	
<b>Unit/Location:</b>	Central Office, Purchasing Unit	
<b>Shift Hours:</b>	9 am-5pm	
<b>No. of Positions:</b>	<b>1</b>	
<p><b>Job Description:</b> Under the supervision of the Director of Purchasing, will review purchasing requests, and have purchase orders processed on a timely basis. The selected candidate will ensure that the procurement process conforms to PPB Guidelines. He/she will assist with the supervision and training of the Purchasing Unit staff. He/she will assist the Director with the maintenance of the automated purchasing data base, develop and maintain vendor contracts and records and utilize the city's Financial Management System. In addition, the Procurement Analyst will assist in dealing with oversight agencies such as DCAS and the Comptroller's Office.</p>		
<p><b>Qualification Requirement(s):</b></p> <ol style="list-style-type: none"> <li><b>1. A baccalaureate degree from an accredited college and 6 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 negotiations/ management; or</b></li> <li><b>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</b></li> <li><b>3. A four year high school diploma or its educational equivalent and two and one-half years of satisfactory professional experience as described in "1" above; or</b></li> <li><b>4. A combination of the education and experience above. College education may be substituted at the rate of 30 semester credits for 6 months of experience. However, all candidates must have a high school diploma or its educational equivalent and six months of experience as described above.</b></li> </ol>		
<p><b>Preferred Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Complete working knowledge of FMS and Crystal Reports</li> <li>2. Knowledge of Excel and Microsoft Word</li> <li>3. Excellent verbal and communication skills</li> </ol>		
<p><b>Anyone interested in applying for this position must submit <u>two</u> copies of resume including Job Vacancy Number to:</b></p> <p align="center"><b>NYC Department of Juvenile Justice Human Resources – Recruitment Division 365 Broadway – 3<sup>rd</sup> Floor New York, NY 10013</b></p>		
<p align="center">F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer</p> <p align="center"><b>*** Responses must be received by the Recruitment Division by close of business on the date the posting expires***</b></p>		
<b>Posting Date: 11/21/05</b>	<b>Posting Expires: 12/07/05</b>	<b>JVN #130-06-0014C</b>