

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Procurement Analyst	Level: M-IV
Title Code No: 82976	Salary: \$125,000- \$155,000 Frequency: ANNUAL
Business Title: Assistant Commissioner for Contract / Procurement	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Financial Management Division	Number of Positions: 1
Job ID: 192502	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit an Assistant Commissioner for the Contracts and Procurement Section. Under executive direction of the Associate Commissioner, Budget Management and Planning. The candidate will serve as the Department's Agency Chief Contracting Officer (ACCO) and will be tasked with a high level of responsibility and accountability in overseeing, coordinating, planning and implementing procurement activities in accordance with the New York City Procurement Policy Board (PPB) Rules, Chapter 13 of the New York City (NYC) Charter and the Department's policies. With wide latitude to exercise independent judgment and initiative. Responsibilities will include, but not be limited to, establishing policies governing procurement processes performed by the Department's contracting/procurement officers; develop and implement mechanisms to monitor compliance of the policies established, formulate and implement policies and operational protocol governing the Department's procurement services; conduct analyses to determine the need to contract out for services or goods required, including approval of emergency procurements, when applicable. Serve as the key liaison with other city, state and federal regulatory agencies, consultants, contractors, and vendors regarding all of Department's procurements. Coordinate procurement processes with oversight agencies including the Mayor's Office of Contract Services (MOCS), Law Department (Law), Office of Management and Budget (OMB), Department of City wide Administrative Services (DCAS), Comptroller's Office, Financial Information Services Agency (FISA) and Department of Information Technology and Telecommunications (DOITT). Provide procurement options and make recommendations to executive level and other agency staff; and perform additional duties as required.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields, or
2. A combination of education and/or experience equivalent to "1" above. However, candidates must have the eighteen months of administration, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Preferred Skills

- Strong analytical and organizational skills; effective, clear and persuasive oral and written communications.
- Ability to communicate highly complex information clearly and succinctly, both orally and in writing.
- Ability to work under pressure and meet restrictive deadlines.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Proficiency with FMS, APT, and related procurement software and financial applications.
- Ability to demonstrate sound understanding of NYC budget and procurement procedures, rules, guidelines and regulations.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Applicants (external): Go to www.nyc.gov/careers and search for job ID#192502

For City employees: Go to Employee Self-Service (ESS) www.nyc.gov/ess and search for job ID#192502

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 05/06/15

Post Until: 05/22/15