

**Re-Posting
City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Procurement Analyst - NM	Level: None
Title Code No: 8297A	Salary: \$55,000/\$55,000-\$128,000 Frequency: ANNUAL
Business Title: Deputy Director - Central Office of Procurement/Intake	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 141542	Hours/Shift: Day Tour

Job Description

Under the direction of the Agency Chief Contracting Officer with wide latitude for the exercise of judgement, the candidate recruited will serve as Deputy Director of Central Office of Procurement. He or she will evaluate and coordinate the agency's contract and purchasing procurement portfolios and develop strategies for obtaining goods, standard services, construction and construction-related services in compliance with the New York City Charter, Rules of the Procurement Policy Board, and Mayor's directives. The duties include:

Manage staff and operations for planning of future procurement actions with all stake holders in the procurement process, i.e., end users, legal staff, and budget and fiscal staff. Functions include provision of historical data and information on past procurements, coordinating budget information and approvals, and coordinating fixed asset processing so that an informed decision may be made on available procurement strategies.

Manage staff and operations to coordinate actions related to annual contracting plans, vendor due diligence reviews and responsibility determinations, fixed asset compliance with Comptroller's Directive 30, copier inventory and orders, responses to the Mayor's Office of Contract Services Turn Around Documents (TADs) requests for data and information, and the Department's performance evaluation portfolio.

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 citywide Administrative Services (DCAS), Comptroller's Office, Financial Information Services Agency (FISA) and Department of Information Technology and Telecommunications (DOITT).

Hands on experience in procurement functions, entering and retrieving data from automated information systems, specifically VENDEX, FMS, Infoadvantage, APT, and DCAS/DMSS Direct Order and Storehouse requisitions is highly desirable.

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, all candidates must have the eighteen months of administrative, 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

Excellent desk top computer application knowledge and skills, and excellent writing skills.

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

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#141542.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#141542.

Attention: Floretha Bryant

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

Only those candidates under consideration will be contacted.

Posting Date: 01/21/2014	Post Until: 08/26/2014
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The City of New York is an Equal Opportunity Employer