

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

<b>Civil Service Title: Administrative Staff Analyst</b>	<b>Level: M-II</b>
<b>Title Code No: 10026</b>	<b>Salary: \$54,740/\$59,032-\$146,276 Frequency: ANNUAL</b>
<b>Business Title: Director, Procurement Management</b>	<b>Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370</b>
<b>Division/Work Unit: Senior Deputy Commissioner</b>	<b>Number of Positions: 1</b>
<b>Job ID: 151358</b>	<b>Hours/Shift: Day Tour</b>

**Job Description**

Under executive direction of the Senior Deputy Commissioner, the candidate recruited will serve as the Director of Procurement Management. He or she will oversee all procurement functions and activities and handle related projects and assignments of a highly sensitive nature and/or with a significant criticality of error. Oversee the procurement process for all agency contracts and purchases and ensure that goods and services are procured on a timely basis to meet the goals and objectives of the agency. Supervise the Agency Chief Contracting Officer and Central Office of Procurement. Oversee professional development of the procurement staff. Ensure that procurement staff uses appropriate methods of procurement. Evaluate procurement portfolio and develop strategies for obtaining the goods and services that the agency needs. Coordinate with all stakeholders in the procurement process including end users, legal staff, budget and fiscal staff, design and construction, programs staff, and environmental health staff. Coordinate with oversight agencies including the Mayor's Office of Contract Services, Law Department, OMB, and DCAS.

**Minimum Qualification Requirements**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#151358.**

**For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#151358.**

**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.**

<b>Posting Date: 06/02/2014</b>	<b>Post Until: 06/17/2014</b>
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**The City of New York is an Equal Opportunity Employer**