

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

<b>Civil Service Title:</b> Procurement Analyst	<b>Level:</b> III
<b>Title Code No:</b> 12158	<b>Salary:</b> \$52,132/\$59,952-\$87,631 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Contract Manager	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Office of Procurement	<b>Number of Positions:</b> 2
<b>Job ID:</b> 197802	<b>Hours/Shift:</b> Day Tour

**Job Description**

Under the direction of the Agency Chief Contracting Officer (ACCO) for the Central Office of Procurement (COP) Intake Unit, with some latitude for discretion, the candidate will serve as the Contract Manager responsible for processing the purchasing of goods and services and construction and construction-related services to ensure that services are procured in a timely manner to meet the goals and objectives of the agency. Procurement tasks include, but is not limited to:

- Reviewing of procurement documents verifying description and specifications for accuracy and adequacy ensuring conformity and oversight compliance;
- Preparing encumbrances, purchase orders, and requisitions in compliance with Procurement Policy Board (PPB) Rules and Chapter 13 of the City Charter and applicable oversights;
- Managing the agency's copier portfolio;
- Conducting due diligence research relating to vendors/contracts integrity and capacity to provide goods and services responsibly; track and save research records in an accessible location;
- Consulting with appropriate agency staff to address inconsistencies/discrepancies in procurement documents;
- Examining relevant publications, internet and various sources to become familiar with market conditions;
- Entering and retrieving data from automatic information systems, specifically VENDEX, FMS, APT and DCAS/DMSS Direct Order and Storehouse requisitions;
- Maintaining procurement status reports;
- Coordinating with oversight agencies including the Mayor's Office of Contract Services (MOCS), Law Department, Office of Management and Budget (OMB) and Department of Citywide Services (DCAS);
- Responding to the Mayor's Office of Contract Services (MOCS) Turn Around Documents (TADs) requests for data and information, and the Department's vendor performance evaluation portfolio; and
- Performing related duties as assigned.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and six 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 negotiation/management; or
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
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

**SPECIAL NOTES:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.  
To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

**Preferred Skills**

Strong analytical and computer skills, including proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook), queries and reports. In addition, must possess excellent verbal and written communication skills; strong client service ethics; as well as key organizational and interpersonal skills.

**Residency Requirements**

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) and search for Job ID#:197802.  
For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 197802

Submission of a resume is not a guarantee that you will receive an interview.  
Only candidates under consideration will be contacted.

**Post Date:** 06/26/2015

**Post Until Filled**

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**