

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

Civil Service Title: ADMINISTRATIVE PROCUREMENT ANALYST NM	Level:
Title Code No: 8297A	Salary: \$56,666/\$56,666/\$131,879 Frequency: ANNUAL
Business Title: DEPUTY AGENCY CHIEF CONTRACTING OFFICER	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: CENTRAL OFFICE OF PROCUREMENT	Number of Positions: 1
Job ID: 186654	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a Deputy Agency Chief Contracting Officer (DACCO) who is responsible for managing agency procurement functions under the direction of the Agency Chief Contracting Officer with wide latitude for the exercise of judgment. The candidate recruited will serve as the DACCO in the Central Office of Procurement. He/she will evaluate and coordinate the Department's contract and procurement portfolios and develop strategies for obtaining goods, standard services, construction and construction-related services in compliance with the New York City (NYC) Procurement Policy Board (PPB) Rules, Chapter 13 of the NYC Charter and Mayor's directives. The duties include:

Manage staff and operations of all processes related to competitive sealed bids, competitive sealed proposals, negotiated acquisitions, emergency declarations and non-competitive bids. Manage staff and operations of all processes related to amendments, change orders, task orders etc.

Manage staff and operations for planning 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 order, responses to the Mayor's Office of Contract Services (MOCS) Turn Around Documents (TADs) requests for data and information, and the Departments 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 City wide Administrative Services (DCAS), Comptroller's Office, Financial Information Services Agency (FISA) and Department of Information Technology and Telecommunications (DOITT).

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 administrative, managerial, executive or supervisory experience described in "1" above
3. 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

Ability to adapt to a fluid work environment and changing needs and priorities. Strong analytical and organizational skills; effective, clear and persuasive oral and written communications. Excellent desk top computer application knowledge and 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#: 186654

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 186654

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

Only those candidates under consideration will be contacted.

Posting Date: 3/11/15

Post Until: 4/10/15

The City of New York is an Equal Opportunity Employer