

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

Civil Service Title: Administrative Procurement Analyst	Level: M-I
Title Code No: 82976	Salary: \$80,000-\$95,000 Frequency: ANNUAL
Business Title: Minority Women Owned Business Enterprise (M/WBE) Officer	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 226498	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the Department's procurement process. The DOC seeks to recruit a candidate to serve as the Minority Women Owned Business Enterprise (M/WBE) Officer. Under the direction of the Agency Chief Contracting Officer (ACCO) for the Central Office of Procurement (COP), with some latitude for discretion, the (M/WBE) Officer will be tasked with the following duties:

- Ensuring and monitoring the Department's compliance with New York City Procurement Policy Board (PPB) Rules and Chapter 13 of the New York City Charter, and the requirements of the M/WBE Program;
- Managing the day-to-day operations of the department's M/WBE Program;
- Communicating, providing, organize and maintaining M/WBE program documentation;
- Serving as a M/WBE liaison with selected vendors and end-users of the department;
- Reporting to the ACCO in a timely and efficient manner on escalating issues when necessary;
- Performing duties related to policy analysis and strategic planning;
- Serving as liaison between various M/WBE organizations to provide information on current contracting opportunities;
- Conducting meetings, workshops and presentations in open public forums to disseminate information on upcoming procurements;
- Assisting to establish M/WBE utilization goals in contracts based on subcontracting trades and M/WBE availability;
- Monitoring M/WBE compliance in contracts to ensure prime contractors meet M/WBE requirements;
- Assisting with special projects as needed;
- Performing related duties as assigned.

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

Strong analytical and computer skills, including proficiency using Microsoft Word, queries and reports; Excellent verbal and written communication skills, organizational and interpersonal skills;
Strong client service ethics and prior professional experience in compliance is preferred.

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 and search for **Job ID# 226498**
For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 226498**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 12/22/15	Post Until: 01/15/16
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The Department of Correction and The City of New York are Equal Opportunity Employers