

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Procurement Analyst	Level: II
Title Code No: 12158	Salary: \$44,281/\$50,923-\$71,555 Frequency: ANNUAL
Business Title: Procurement Analyst	Work location: Rikers Island, East Elmhurst, NY 11370
Division/Work Unit: Central Warehouse Operations	Number of Positions: 1
Job ID: 194932	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a Procurement Analyst to support the Central Warehouse Operations Division. Under general supervision with latitude for independent initiative and decision making, the candidate recruited will assist in the procurement of goods, services and/or construction; will review purchasing requisitions, procurement and contract documents; determine accuracy and adequacy of procurement documents; prepare documents for bid and/or proposal solicitations for processing contract awards, registrations and modifications; review bids and proposals submitted by vendors and providers to ensure conformity to agency, city, state and federal requirements. The incumbent will also serve as the primary liaison between the agency and contractors, vendors and business representatives; and perform related duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and 6 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 six months of experience as 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

At least (4) four years of professional experience in purchasing, retail or procurement;
Professional experience using automated information systems (VENDEX, FMS, APT, DCAS/DMSS etc.);
Knowledge of storehouse requisitions and direct orders is a plus;
MS Office (Word, Excel, Outlook) proficiency;
Excellent communication, interpersonal, decision-making, problem solving and analytical 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 and search for Job ID#:194932.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 194932.

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

Post Date: 05/21/2015	Post Date: Until Filled
------------------------------	--------------------------------

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