

City of New York

DEPARTMENT OF CORRECTION

Job Posting Notice

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| Civil Service Title: Procurement Analyst | Level: II |
| Title Code No: 12158 | Salary: \$44,281/\$50,923-\$71,555 Frequency: ANNUAL |
| Business Title: Contract Manager | Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370 |
| Division/Work Unit: Central Office of Procurement | Number of Positions: 1 |
| Job ID: 191610 | Hours/Shift: Day Tour |
| <div>Job Description</div> <p>The New York City Department of Correction has a unique opportunity for a Contract Manager. Under 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 Contract Manager 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: Review of procurement documents verifying description and specifications for accuracy and adequacy ensuring conformity and oversight compliance; prepare encumbrances, purchase orders, and requisitions in compliance with Procurement Policy Board (PPB) Rules and Chapter 13 of the City Charter and applicable oversights; manage agency copier portfolio; conduct due diligence research relating to vendors/contracts integrity and capacity to provide goods and services responsibility; track and save research records in an accessible location; consultation with appropriate agency staff to address inconsistencies/discrepancies in procurement documents; examine relevant publications, internet and various sources to become familiar with market conditions; enter and retrieve data from automatic information systems, specifically VENDEX, FMS, APT, and DCAS/DMSS Direct Order and storehouse requisitions; maintain procurement status reports; coordinate 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); Responses 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.</p> | |
| <div>Minimum Qualification Requirements</div> <p>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.</p> <p>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.</p> | |
| <div>Preferred Skills</div> <p>Strong analytical and computer skills, including proficiency using Microsoft Word, queries and reports. Must possess excellent verbal and written communication skills, strong client service skills, as well as key organizational and interpersonal skills.</p> | |
| <div>Residency Requirement</div> <p>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.</p> | |
| <div>To Apply</div> <p>Applicants (external): Must apply via www.nyc.gov/careers</p> <p>City employees: Must apply via Employee Self-Service (ESS) www.nyc.gov/ess</p> <p><u>THIS POSITION IS ONLY OPEN TO CITY EMPLOYEES WHO ARE PERMANENT IN THE TITLE OF PROCUREMENT ANALYST</u></p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p> | |
| Posting Date: 04/23/2015 | Post Until: Until Filled |

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