

City of New York

DEPARTMENT OF CORRECTION

Job Posting Notice

Civil Service Title: Procurement Analyst	Level: II
Title Code No: 12158	Salary: \$44,281/\$50,293-\$71,555 Frequency: ANNUAL
Business Title: Purchasing Agent	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 191617	Hours/Shift: Day Tour
<div>Job Description</div> <p>The New York City Department of Correction has a unique opportunity for a Purchasing Agent. Under direction of the Deputy Agency Chief Contracting Officer (DACCO) for the Central Office of Procurement (COP) Purchasing Unit, with some latitude for discretion, the candidate will serve as Purchasing Agent 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.</p> <p>Procurement tasks include:</p> <ol style="list-style-type: none">1. Prepare encumbrances, purchase orders, and requisitions in compliance with Procurement Policy Board (PPB) Rules and Chapter 13 of the City Charter and applicable oversights;2. Preparing vendor due diligence reviews and responsibility determinations;3. Enter and retrieve data from automated information systems, specifically VENDEX, FMS, APT and DCAS/DMSS Direct Order and Storehouse requisitions;4. Maintain procurement and status reports;5. Consultation with appropriate agency staff to address inconsistencies/discrepancies in procurement documents, attend mandatory site visits;6. Excellent desk top computer application knowledge and skills; Excellent writing skills.	
<div>Minimum Qualification Requirements</div> <ol style="list-style-type: none">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; or2. 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; or3. 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; or4. 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>SPECIAL NOTES:</p> <p>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.</p> <p>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> <div>Applicants (external): Must apply via www.nyc.gov/careers</div> <div>City employees: Must apply via Employee Self-Service (ESS) www.nyc.gov/ess</div> <div><u>THIS POSITION IS ONLY OPEN TO CITY EMPLOYEES WHO ARE PERMANENT IN THE TITLE OF PROCUREMENT ANALYST</u></div> <div>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</div>	
Posting Date: 04/23/2015	Post Until: Until Filled

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