

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Procurement Analyst	Level: I
Title Code No: 12158	Salary: \$20.00-\$23.00/\$32.00 Frequency: HOURLY
Business Title: Purchasing Agent (Part-Time)	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 211463	Hours/Shift: Day Tour

Job Description

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 be responsible for processing the purchasing of goods and services and construction-related services to ensure that services are procured in a timely manner to meet the goals and objectives of the agency. Typical tasks for this position include but is not limited to:

- Preparing encumbrances, purchase orders, and requisitions in compliance with Procurement Policy Board (PPB) Rules and Chapter 13 of the City Charter and applicable oversights;
- Preparing vendor due diligence reviews and responsibility determinations;
- Entering and retrieving data from automated information systems, specifically VENDEX, FMS, APT and DCAS/DMSS Direct Order and Storehouse Requisitions;
- Maintaining procurement and status reports;
- Consulting with appropriate agency staff to address inconsistencies and discrepancies in procurement documents;
- Attending mandatory site visits;
- Performing other 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.

Preferred Skills

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; ability to run queries and reports;
Excellent communication, organizational, 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#:211463.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 211463.

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

Only candidates under consideration will be contacted.

Post Date: 09/02/2015

Post Date: 09/16/2015