NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Procurement Analyst, L-III

Title Code #
12158

OFFICE TITLE
Procurement Analyst, L-III

SALARY
$52,132-Minimum salary for full-time employees with less than 2 years of City Service
$59,952-Minimum salary for full-time employees with more than 2 years of City Service

BUREAU/DIVISION/UNIT
Technical Services

LOCATION
34-11 47th Avenue, Long Island City, NY 11101

JOB DESCRIPTION

In addition to performing the duties of assignment Levels I and II, the candidate will perform the duties of assignment Level III that includes, but is not limited to preparing specifications and documents required for all solicitation methods, requirement contracts and other highly complex and specialized purchased in the specialized areas of firefighting equipment, self-contained breathing apparatus, test equipment for self-contained breathing apparatus as well as medical devices; with wide latitude for independent initiative and decision making, candidate will also perform highly complex work in purchasing the above, advising and coordinating operational, technical and professional staff in the procurement process; responsible for preparing summary reports and recommendations to continue funding, provide additional funding or defund contracted programs and services with additional responsibility for corrective action where contractor has failed to provide contracted goods or services or is deficient in honoring terms of contractual agreements; makes recommendation for cancellation of a contract based on contractor’s non-responsibility and poor or non-performance; candidate is also required to perform duties during the temporary absence of the immediate supervisor.

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.

“Candidates must be permanent within the civil service title of Procurement Analyst”

PREFERRED SKILLS:

Knowledge of NYC Procurement System, FMS, eCMS and Budgeting.

NOTE: New York City residency is 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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #_193145___.

DATED: May 27, 2015

*POST UNTIL*: June 17, 2015

“FDNY is ranked as the top place to work among gov’t agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”

-Forbes magazine, on “America’s Best Employers 2015”
The Fire Department is an Equal Opportunity Employer.