

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Annual Salary: \$59,536 / \$68,466 - \$88,649
Office Title: Contracts and Procurement Manager	Work Location: 253 Broadway, New York, NY
Division/Work Unit: NYC Office of Environmental Remediation (OER)	Number of Positions: 1
Hours/Shift: 35 Hrs/Day	Agency Tracking #: N/A

Job Description

The Office of Environmental Remediation (OER), a unit in the Mayor's Office, implements the brownfield initiatives set forth in PlaNYC. Under the direction of the OER Director, the Contract and Procurement Manager, with a good deal of latitude for independent initiative and decision making, manages OER's budget and finances, and administers procurement and contract services, the solicitation of goods and services, contract documentation and management, compliance issues, and invoicing, and advises the Director on financial and budget issues. The selected candidate will manage OER cleanup program revenue, including generation of fee notices, recording payments in OER's database and batch checks for delivery to DEP; establish, direct, and manage the office procurement activities for goods and contract services; design and maintain a contract management system and a procurement tracking system to ensure that critical milestones are achieved; draft CPs, process change orders, perform budget modifications, secure roll-over of funds, negotiate PEGs, work with agencies to forecast revenue to finance OER contract services; develop procurement and contracting guidelines that coordinate with NYC Economic Development Corporation's contracting policies/procedures; manage transfer of funds from grant agencies to the city in support of OER operations; develop procurement and contracting guidelines that coordinate with NYC Economic Development Corporation's contracting policies/procedures; assure that the planning and implementation of all procurement activities comply with applicable contracting policies/procedures and are within budget; learn and apply regulations pertaining to various state and federal grants; perform compliance documentation and audit preparation/support if necessary; act as liaison to city agencies and oversight offices (e.g., NYC EDC, NYC Comptrollers' office, NYC DEP, NYC OMB), business entities, and others to facilitate procurements; negotiate costs for goods/services, track program costs as needed and perform other contracting/procurement tasks as requested.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and one year of satisfactory full-time professional experience working in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation or fiscal management, or in a related area.
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

Essential Skills

Excellent verbal and written communication skills; ability to manager financial affairs of small, high profile office; experience in managing and executing programs through datbase development and web technology is preferred. Knowledge of New York City budget and procurement processes is essential, including ability to operate FMS2. Professional experience in purchasing, procurement and contract administration or related field preferred. Must be well-organized, detail-oriented, and able to perform complex tasks and prioritize multiple projects. Must have excellent interpersonal skills, cooperative attitude, professional demeanor, and the ability to explain contracting rules and procurement guidelines to project managers. Must be proficient in MS Office Word, Excel & PowerPoint. Interest in the environmental field is a plus.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

Post Date: 1/4/2011	Post Until: 1/18/2011	JVN: 826-11-83494-EPA
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The City of New York is an Equal Opportunity Employer