

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-17-008**

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| CIVIL SERVICE TITLE: Administrative Procurement Analyst, M-1 | TITLE CODE NO.: 82976 |
| OFFICE TITLE: Director, Procurement Unit | SALARY: Commensurate with salary |
| DIVISION/WORK UNIT: Administration / (ADPRO) Contracts and Procurement | WORK LOCATION: 33 Beaver Street, New York, NY 10004 |
| HOURS: 35 Hours Per Week | NUMBER OF POSITIONS: 1 |

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services –pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Director, under the direction of the Agency Chief Contracting Officer (ACCO), with some latitude for independent initiative, judgment and decision making, and in close collaboration with Adult Operations, Juvenile Operations and Planning Unit, responsibilities will include but not limited to:

- Issue Requests for Proposals, or Invitations for Bids and other related documents including writing and revising drafts, evaluation guides and other collateral materials; conduct and attend review panels.
- Provide direct supervision and support to procurements staff engaged in processing purchase orders, contracts and other related items
- Prepare documents for registration with the NYC Comptroller’s office. Acts as liaison with DOP Budget for the purpose of obtaining needed fiscal certifications for contracting actions
- Ensure that all applicable contract documents are entered in the Automatic Procurement Tracking System (APT), Financial Management System and Division of Municipal Supply Services (DMSS)’ Direct Online
- Prepare written reports and contract summaries, by collecting, analyzing and summarizing information and trends.
- Advise ACCO on any alternate sources of supply and troubleshoot any problems regarding delivery of goods and services. Track and review, work orders, change orders award letters, purchasing requisitions and P-Card purchases.
- Ensure DOP contract files are in accordance PPB Rules. Serve as Agency’s M/WBE liaison
- Performs other special troubleshooting duties in the procurement area assigned by the ACCO.

NOTE: New York State residency is not required for this position; however, you must reside in New York State.

PREFERRED SKILLS:

- Extensive knowledge of Chapter 13 of the City Charter, the rules of the Procurement Policy Board, FMS (Financial Management System), VENDEX
- Advanced experience with managing procurement data and process across multiple IT System
- Knowledge of the Automatic Procurement Tracking (APT) System.
- NYC experience in agency contract administration.
- Excellent oral and written communication skills.
- Advanced analytical, evaluative, and objective critical thinking skills.
- Exceptional interpersonal skills and the ability to interact effectively with Executive management.
- Ability to perform complex tasks and handle multiple projects independently.
- National Institute of Government Purchasing (NIGP) Certified Professional Public Buyer (CPPB) status.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A combination of education and/or experience equivalent to “1” above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in “1” above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in “1” above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in “1” above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: February 21, 2017

POST UNTIL: Until Filled

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“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”

“REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST”