



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

**Environmental  
Protection**

**Job ID:** 150919 **# of Positions:** 1  
**Business Title:** Senior Procurement Advisor  
**Civil Service Title:** ADMINISTRATIVE STAFF ANALYST (  
**Title Code No:** 1002D **Level:** 00  
**Proposed Salary Range:** \$ 54,740.00 - \$146,276.00 (Annual)  
**Work Location:** 250 Broadway, N.Y.  
**Division/Work Unit:** Sandy HRO Administration

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**Job Description**

\*\*This is a long-term temporary grant funded position with an estimated duration of up to 18 months.\*\*

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing. The Administration Unit of the Mayor's Office of Housing Recovery Operations (HRO) is seeking a contracting officer. The selected candidate's responsibilities will include:

- Drafting procurement documents.
- Preparing and Reviewing contract specifications to conform with the agency's mandates.
- Performing activities associated with Requests for Proposals and bids to procure contracts related to HRO's mission.
- Working with agency partners to ensure contracting activities are performed quickly and efficiently.
- Enforcing and monitoring compliance with City's PPB Rules.
- Monitoring contractor performance.
- Assisting in all aspects of contract management.

**Minimum Qual 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, urban studies or a closely related field, and two years of satisfactory full-time professional experience 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, 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. 18 months of this experience

must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**Preferred Skills**

- Strong organization and communication skills.
- Experience in purchasing and contract management
- Knowledge of City's FMS and APT systems preferred

**Additional Information**

**\*\*This is a long-term temporary grant funded position with an estimated duration of up to 18 months.\*\***

**To Apply**

To apply click "Apply Now"

The NYCDEP is an Equal Opportunity Employer

**Work Location**

**\*\*This position is based at 250 Broadway, New York, NY 10007 \*\***

**Residency Requirement**

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.

**POSTING** 05/21/2014  
**DATE:**

**POST UNTIL:** Until Filled