



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 195639 **# of Positions:** 1
Business Title: Procurement Analyst
Civil Service Title: COMMUNITY ASSOCIATE
Title Code No: 56057 **Level:** 00
Proposed Salary Range: \$ 33,799.00 - \$ 56,249.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy Program Management

[Return to Previous Page](#)

[Switch to Internal View](#)

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 Disaster Recovery (CDBG-DR) 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.

Under direction with varying degrees of latitude for independent initiative and decision making, the selected candidate will report directly to the Deputy Director of Administration and serve as the Procurement Analyst for the Build it Back Program (BIB). Specifically, the position will be responsible for overseeing procurement, including, but not limited to determining the need for contractual services, working with the Agency Chief Contracting Officer (ACCO) or his/her equivalent, to define the scope of such services, selecting and evaluating vendors, and ensuring compliance with all governmental rules, regulations and requirements associated with CDBG-DR.

The Procurement Analyst will have overall responsibility including directing and managing agency procurement activities involving the acquisition of goods and services to maximize value. The selected candidate will assure that the planning and implementation of BIB procurement activities are in compliance with Chapter 13 of the City Charter and with the Rules of the Procurement Policy Board. The ideal candidate will proactively communicate with program managers to ensure that their procurement needs are met within established schedules; goods, services and construction procured is of good quality; emergency needs are immediately met and procurement difficulties are quickly resolved.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Ability to perform operations in FMS including but not limited to budget queries, purchase documents and purchase requisitions
- Prior CDBG-DR experience
- Understanding of budgetary planning (OTPS/PS)
- Excellent interpersonal and team skills
- Ability to multi-task while maintaining attention to detail
- Procurement experience in NYC government

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

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 05/28/2015
DATE:

POST UNTIL: 06/10/2015