

## **FULL-TIME POSITION:**

### **Procurement Officer**

### **Financial Management and Administration**

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#### **Agency Description:**

The Department of Small Business Services (DSBS) is a dynamic, client-centered Agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to form, do business, and grow by providing direct assistance to business owners, promoting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs and linking employers with a skilled and qualified workforce.

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#### **JOB DESCRIPTION:**

The Procurement Officer will assist the Agency Chief Contracting Officer (ACCO) and the Deputy Agency Chief Contracting Officer (DACCO) in fulfilling the purchasing requirements of the Department of Small Business Service's (SBS) Procurement Unit, which include the preparation of procurement documents in compliance with the City's Charter; CDBG Grant funded Procurements and the Procurement Policy Board Rules.

Specific daily functions will include, but not be limited to, the following responsibilities:

- Ensure compliance with DSBS's Minority Women Business Enterprise (MWBE) participation goals as established by Local Law 1.
- Assist with preparing small purchase solicitations utilizing the 5 plus 5 requirement associated with the Vendor Enrollment Center, and the MWBE Certification list administered by DSBS.
- Act as a liaison with the Mayor's Office of Contract Services (MOCS), the Office of Management and Budget (OMB), the Comptroller's Office, Department of Information Technology Telecommunications (DOITT), and the Department of Citywide and Administrative Services (DCAS).
- Prepare solicitation notices for publication in the City Record.
- Schedule Public Hearings for contracts.
- In accordance with the Procurement Policy Board Rules (PPB) and State and Federal regulations: prepare all contract documentations such as pre-solicitation reviews, requests for proposals, recommendations for awards, requests for contract changes; perform VENDEX and other public record searches; and prepare responsibility determinations.
- Review submission of contract documents to the Comptroller's Office and input information into the Automated Procurement Tracking (APT) and the City's Financial Management System (FMS) for processing and approval; run reports associated with APT and FMS.
- Assist DSBS program units with contract performance evaluations.
- Assist in gathering data required by oversight Agencies.
- Manage contract records in the Procurement database.
- Act as liaison between program units and the Procurement unit.
- Conduct status meetings with program unit liaisons.

**PREFERRED SKILLS:**

- Proficient in Microsoft Outlook, Word, Access and Excel.
- Excellent communication and writing skills.
- Ability to exhibit professional demeanor in a fast paced and high-pressure work environment.
- Ability to prioritize and manage a wide array of projects to completion.
- Outstanding attention to details and follow through.
- Proficient Knowledge of City Procurement rules and regulations.

**QUALIFICATION**

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience.
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**How to Apply:**

To apply for this position, ALSO email your resume and cover letter including the following subject line: **Procurement Officer** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO APPLY:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job Title: **Procurement Officer**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job Title: **Procurement Officer**

**Salary Range: \$65,000 - \$70,000, this position is funded for two years**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment (does not apply to all positions)**

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street, 7<sup>th</sup> Floor  
New York, New York 10038

