

Per-Diem POSITION: PROCUREMENT OFFICER FINANCIAL MANAGEMENT AND ADMINISTRATION

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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 Services' (SBS) Procurement Unit, which include the preparation of CDBG procurement documents in compliance with the City's Charter and Procurement Policy Board (PPB) rules. Specific daily functions will include, but not be limited to, the following responsibilities:

- Ensure compliance with SBS' Minority/Women Business Enterprise (MWBE) participation goals established by Local Law 1.
- Assist with preparing small and micro purchase solicitations utilizing the 5 plus 5 requirement associated with the Vendor Enrollment Center, and the MWBE Certification list administered by SBS.
- Act as a liaison with the Mayor's Office of Contract Services, the Office of Management and Budget, the Comptroller's Office, DOITT and the Department of Citywide and Administrative Services.
- Prepare notices of solicitations and intent to award for publication in the City Record.
- Schedule public hearings with the Mayor's Office of Contract Services.
- Assist in preparing all contract documentation, such as pre-solicitation reviews, requests for proposals, recommendations for awards, requests for contract modifications, according to the requirements of the PPB rules, State and Federal regulations (CDBG-DR)
- Perform VENDEX and other public record searches; prepare vendor responsibility determinations.
- Enter submission of contract documents to the City's Financial Management System (FMS) for processing and approval; run crystal reports associated with FMS.
- Enter contract requests into the Automated Procurement Tracking (APT) system.
- Assist program units with performance evaluations.
- Manage contract records in procurement databases.
- Act as liaison between program units and procurement
- Conduct status meetings with program units

PREFERRED SKILLS:

- Proficient in Outlook, Word, Excel and Access
- 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 detail and follow through.
- 3 years of full-time satisfactory experience
- Satisfactory experience in purchasing, contract administration or a related field.
- Experience with VENDEX and FMS preferred.

QUALIFICATION REQUIREMENTS:

- 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.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

- A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in “1” above.

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

Also Apply:

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

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job Title: **Procurement Officer**

This position is a grant funded position and is limited to the duration of the grant. City Holidays are not paid until the completion of 18 months of city services.

The hourly rate for this position is \$30.10 - \$ 35.68 (\$55,000 - \$65,000)

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
New York, New York 10038