

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Administrative Procurement Analyst	Level:	I
Title Code:	82976	Work Location:	40 Rector Street New York, N.Y. 10006
Office Title:	Procurement Officer	Salary:	\$49,492 - \$136,198 (New Hire) \$53,373 - \$136,198 (Incumbent)
Division/Work Unit:	Administration and Finance	No. of Positions:	1

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**JOB DESCRIPTION**

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including yellow medallion taxis, community car services and livery cars, black cars services, luxury limousines, commuter vans and paratransit services. Combined, TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient.

Under supervision, the responsibilities of the procurement officer include but are not limited to assisting in all aspects of the agency's purchasing functions, including but not limited to writing and releasing solicitations, reviewing vendor responses, processing related procurement documents such as pre-solicitation reports, public hearing submissions, advertisements, recommendations for award, contract registration and providing assistance to agency staff on procurement issues.

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**PREFERRED SKILLS**

- Excellent verbal and written communication skills;
- Previous procurement experience;
- Knowledge of City's Procurement Policy Board Rules;
- Proficient in Microsoft Office applications;
- Familiarity with City's Financial Management System; and
- Strong project management skills are preferred.
- Experience with information technology is preferred.

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**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.

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**NYC residency may be required within 90 days of appointment**

To apply please submit **2 copies of resume and 2 copies of cover letter to:**  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Department  
40 Rector Street - 5<sup>th</sup> Floor  
New York, New York 10006

Post Date: April 13, 2010	Post Until: May 4, 2010	JVN: <a href="#">156-2010-009881</a>
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer