

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

Civil Service Title:	Procurement Analyst	Level:	I
Title Code:	12158-01	Work Location:	33 Beaver Street New York, N.Y. 10004
Office Title:	Procurement Analyst	Salary:	\$34,903 - \$59,199 (New Hire) \$40,139 - \$59,199 (Incumbent)
Division/Work Unit:	Administration and Finance/ Budget, Accounting and Procurement	No. of Positions:	1

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.

The Procurement Analyst will be assigned to the Budget, Accounting, and Procurement Unit, reporting to the Director of Procurement. Will be responsible for processing small purchases, including reviewing and clarifying internal requisitions; requesting and modifying specifications from agency end users; identifying potential sources of goods and services; obtaining price quotations and proposals; developing and releasing solicitations; analyzing vendor responses, making recommendations for award, and preparing purchase orders. Will serve as liaison with and between agency end users and vendors. May also be assigned additional administrative duties related to the procurement function of the unit.

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.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and 6 months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one half years of satisfactory full-time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and six months of experience as described in "1" above.

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
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: June 8, 2012	Post Until: June 29, 2012	JVN: 156-2012-99613
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer