

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING
CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Procurement Analyst N/M</u>	Salary:	<u>\$73,419 - \$80,000</u>
Title Code:	<u>82976</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Contract Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration/Office of Procurement</u>		

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Administrative Procurement Analyst or have taken the most recent Administrative Procurement Analyst civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Office of Procurement ("OoP") plays a crucial role in facilitating the acquisition of services and goods through a range of procurement methods, including micro purchases, small purchases, and Request for Proposals. OoP works closely with the relevant units of the Department for the Aging (NYC Aging), as well as important partners such as the Mayor's Office of Contract Services, the Office of Management and Budget, and the Comptroller's Office, to ensure efficient and effective contract actions. By maintaining strong collaborations, OoP strives to streamline the process, achieve timely and successful contract registrations and help the NYC Aging continue providing the vital services to Older Adults of the City of New York.

This position is critical to the NYC Aging commitment to execute and register contracts within the most efficient and effective timeline.

The Department for the Aging ("NYC Aging") is seeking a highly motivated, experienced, and skilled individual to serve as an Administrative Procurement Analyst. Under the supervision of the Deputy Agency Chief Contracting Officer (DACCO) and with latitude for independent judgment, the selected candidate will be responsible for performing a wide range of procurement duties in support of NYC Aging's mission to provide essential community services to older adults of New York City.

Duties will include, but not be limited to:

- Develop and conduct procurements for goods and services, utilizing various procurement methods, such as Competitive Sealed Proposal, Required Source, Intergovernmental OGS, and M/WBE Non-Competitive Small Purchase.
- Completing tasks and reviewing documents in the PASSPort procurement portal accurately and in a timely manner for new awards, renewal contracts, amendments, and discretionary contracts.
- Utilize various Citywide procurement-related systems, including Financial Management System (FMS), PASSPort, Small
- Business Services’ M/WBE Online Directory, DCAS Direct Order, Storehouse requisitions and various internal systems for managing procurements.
- Conducting vendor reviews to assess the responsibility of awarded contractors, identifying and following up on any pertinent adverse information.
- Promoting the increased utilization of City-Certified M/WBE vendors and support Mayoral and other initiatives related to procurement.
- Providing technical support to vendors, offering timely and accurate responses to inquiries and feedback.
- Collaborating with internal and external stakeholders at all levels to ensure successful coordination of the procurement process.
- Preparing and submitting required procurement documents and contract packages to the NYC Comptroller for registration via PASSPort and/or hard copy.
- Assisting with Special Projects as assigned by the ACCO or Unit Supervisors.

Minimum Qualifications:

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.

Preferred Skills: • Knowledge of City government and Procurement Policy Board (PPB) Rules, including specific procurement methods and related requirements. • Strong familiarity with the City's M/WBE Program. • Superior oral and written communication abilities, along with strong negotiation skills. • Ability to handle a wide range of projects concurrently in a fast-paced environment. • Knowledge of PASSPort and FMS. • Excellent attention to detail and organization. • Proficient in Microsoft Excel and Word. • Extensive knowledge of the Responsibility Determination process. NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.		
55-a Program: This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.		
<u>TO APPLY</u> Please be sure to submit a resume & cover letter when applying. All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess Click on Recruiting Activities/Careers and Search for Job ID #722680 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #722680 Please do not email, mail or fax your resume to NYC Aging directly.		
Posting Date:	August 15, 2025	JVN No. 125-26-06 CW
Post Until:	Filled	