

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: STAFF ANALYST	Level: 01
Title Code No: 12626	Salary: \$62,517.00/\$62,517.00-\$62,517.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Procurement Analyst	Work Location: 31 Chambers St., N.Y. Off-Site Brooklyn and Queens locations when necessary
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 715360	Hours/Shift: Full-time/Day Due to the necessary support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shift

Job Description

The Department of Records and Information Services is seeking to hire a Procurement Analyst to work in the Administration division. The duties for this position will include but are limited to: Purchasing & Payments:

- Preparing procurement documentation for the agency including purchase requisitions, memos and personal expense reimbursement.
- Processing payments for all accounts payable.
- Updating of Trust & Agency accounts, processing purchases and royalties for these accounts. Utilizing FMS reports to monitor payments and spending.

Contracts:

- Preparing bid and/or pre solicitation review documents;
- obtaining the necessary market and/or vendor data in support of bid preparation;
- Participating in the review, tabulation and the analysis of bids;
- Participating in on-site inspections as necessary.
- Tracking and reporting the status of all pending contracts to the supervisor on a routine basis.
- Notifying supervisor of potential problems and offering potential solutions.
- Establish and maintain contracting cycles and ensure there is no gap in contracted services.
- Maintaining and augmenting database of Division registered contracts when necessary and appropriate.
- Monitoring and ensuring divisional compliance with the contracting process as directed by ACCO.

This position is open to permanent Staff Analyst or candidates reachable on the current civil service list.

Minimum Qualification Requirements

A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school; or A baccalaureate degree from an accredited college and two years of satisfactory full- time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. An associate degree or completion of 60 semester credits from an accredited college and four years of satisfactory full-time professional experience as described in "2" above. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience as described in "2" above. A combination of education and/or experience equivalent to “1”, “2”, “3”, or “4” above. College education may be substituted for professional experience at the rate of 30 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma.

Preferred Skills

- Experience using FMS, Vendex, SBS MWBE database, Passport, DMSS, PIP and DCAS requirement contract.
- Experience NYC Contracting Process - Experience implementing Comptroller’s Directives and PPB rules
- Experience with State and/or Federal Grant funding preferred
- Excellent written, oral and interpersonal communication skills
- Organized and detailed oriented
- Advanced Excel skills are required

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

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 #715360
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 715360

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education’s website at <https://studentaid.gov/pslf/>

Posting Date: 07/19/2026

Post Until: 08/22/2026

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.