

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

Civil Service Title: STAFF ANALYST	Level: 01
Title Code No: 12626	Salary: \$60,549.00 – \$69,631.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Procurement Analyst	Work Location: 31 Chambers St., N.Y. Off-Site Brooklyn & 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, the candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts
<p><b>Job Description</b></p> <p>The Department of Records and Information Services is seeking to hire a Procurement Analyst to work in the Administration division.</p> <p>The duties for this position will include but are limited to:</p> <p><b>Purchasing &amp; Payments:</b></p> <ul style="list-style-type: none"><li>Preparing procurement documentation for the agency including purchase requisitions, memos, and personal expense reimbursement.</li><li>Processing payments for all accounts payable.</li><li>Updating of Trust &amp; Agency accounts, processing purchases and royalties for these accounts.</li><li>Utilizing FMS reports to monitor payments and spending.</li></ul> <p><b>Contracts:</b></p> <ul style="list-style-type: none"><li>Preparing bid and/or pre solicitation review documents;</li><li>Obtaining the necessary market and/or vendor data in support of bid preparation;</li><li>Participating in the review, tabulation, and the analysis of bids;</li><li>Participating in on-site inspections as necessary.</li><li>Tracking and reporting the status of all pending contracts to the supervisor on a routine basis.</li><li>Notifying supervisor of potential problems and offering potential solutions.</li><li>Establishing and maintaining contracting cycles and ensuring there is no gap in contracted services.</li><li>Maintaining and augmenting database of Division registered contracts when necessary and appropriate.</li><li>Monitoring and ensuring divisional compliance with the contracting process as directed by ACCO.</li></ul> <p>This position is open to permanent Staff Analyst or candidates reachable on the current civil service list.</p>	
<p><b>Minimum Qualification Requirements</b></p> <p>1. A baccalaureate degree from an accredited college and six 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</p> <p>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</p> <p>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</p> <p>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 6 months of the experience described in 1 above.</p> <p>SPECIAL NOTES:</p> <p>To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.</p> <p>To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.</p>	

<div><div>Preferred Skills</div><div><ul style="list-style-type: none"><li>• Experience using FMS, APT, Vendex, SBS MWBE database, Passport, DMSS, PIP and DCAS requirement contract.</li><li>• Experience NYC Contracting Process</li><li>• Experience implementing Comptrollers Directives and PPB rules</li><li>• Experience with State and/or Federal Grant funding preferred</li><li>• Excellent written, oral and interpersonal communication skills</li><li>• Organized and detailed oriented</li><li>• Advanced Excel skills are required</li></ul></div></div>	
<div><div>Residency Requirement</div><div>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.</div></div>	
<div><div>To Apply</div><div>All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> Click on Recruiting Activities/Careers and Search for Job ID #715360 All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID # 715360</div><div>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</div><div>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</div><div>APPOINTMENTS ARE SUBJECT TO THE OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</div></div>	
<div><div>Public Svc Loan Forgiveness</div><div>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 Educations website at <a href="https://studentaid.gov/pslf/">https://studentaid.gov/pslf/</a></div></div>	
<div>Posting Date: 06/04/2025</div>	<div>Post Until: Filled</div>

*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.*