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CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES CITYWIDE JOB VACANCY NOTICE

Civil Service Title:	<u>Administrative Procurement Analyst</u>	Level:	<u>M-3</u>
Title Code No:	<u>82976</u>	Salary:	<u>\$56,158 - \$149,791</u>
Office Title:	<u>Purchase Director</u>	Work Location:	<u>1 Centre Street</u>
Division/Work Unit:	<u>DMSS/Procurement Unit</u>	Number of Positions:	<u>1</u>
Day/Night Shift:	<u>Day</u>		

JOB DESCRIPTION

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Procurement Analyst Level M-3 to work within the Division of Municipal Supply Services' (DMSS) Procurement Unit. The prospective candidate will perform the following duties and responsibilities, but not limited to:

- Supervise the Procurement unit involving acquisition of goods
- Prepare overall work schedules and coordinate workflow
- Oversee and manage pre-solicitation review activities, evaluate solicitation documents and work with program/user personnel to ensure that user needs are satisfied and that technical specifications are in compliance with applicable regulations
- Review and approve contract specifications before advertising to ensure conformity to the agency's requirements and federal/state/city mandates
- Approve recommendations for contract awards, modifications, emergency purchases and extensions of time on contracts
- Supervise the review of specifications by users in order to determine the most cost-effective way of obtaining the required items
- Review work of subordinates for efficiency and compliance with established rules and guidelines
- Consult with and advise the Agency Chief Contracting Officer (ACCO) and other superiors on buying policies
- Confer with, consult and advise department heads on problems relating to the procurement of goods
- Manage investigations pertaining to vendor responsibility decisions, vendor performance and product performance
- Under direction, serve in the capacity of Deputy ACCO in agencies requiring large scale procurement
- Enforce and monitor compliance with Chapter 13 of the City Charter, Procurement Policy Board rules, Mayoral policies and procurement-related laws
- Enforce compliance with the requirements of the Minority and Women-owned Business Enterprises Development program
- Direct and supervise a procurement program of significant size or complexity within the agency involving the acquisition of goods
- Develop procedures for administration of contract and procurement activities, such as solicitation, awarding and processing of bids and contracts
- Monitor performance of vendors and contractors
- Coordinate training activities for agency and procurement staff
- Manage the procurement staff in daily activities involving major procurement and contracting functions and in specifications for services, and negotiations of prices and terms with vendors, contractors and suppliers
- May direct, coordinate and control the planning, implementation and supervision of the central purchase of goods
- May perform the duties of the ACCO in his temporary absence

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.

New York City residency required within 90 days of appointment.

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# **MUST** be the only text in the subject line of email; e.g. JVN#868/12/345. (Please do not use 12/345, use the JVN# located in the lower, right corner of this posting.) Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume **MUST** be attached as **one** MS Word document, specifically with the .doc extension. Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS.
NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POST DATE: 5/1/2008	POST UNTIL: 6/30/2008	JVN#: <u>868/08/150</u>
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The City is an Equal Opportunity Employer