

**City of New York**  
**CONSUMER AFFAIRS**  
**Job Vacancy Notice**  
**REPOSTED**

<b>Civil Service Title:</b> PROCUREMENT ANALYST	<b>Level:</b> 02
<b>Title Code No:</b> 12158	<b>Salary:</b> \$44,945.00 / \$51,687.00* - \$72,628.00 <i>*minimum with two years of continuous city service</i>
<b>Office Title:</b> Assistant Director	<b>Work location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Finance	<b>Number of Positions:</b> 1
<b>Job ID:</b> 236160	<b>Hours/Shift:</b> 9:00 AM - 5:00 PM

**Job Description**

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law.

Through its Office of Financial Empowerment, DCA assists low-income and immigrant New Yorkers to build assets and make the most of their financial resources by providing free financial counseling at Financial Empowerment Centers across the City, access to mainstream banking, and encouraging Earned Income Tax Credit utilization.

Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City are required to give their employees sick leave. DCA is charged with enforcement of this law. DCA is also responsible for enforcement of New York City's Transit Benefits law. Pursuant to that law, effective January 1, 2016, certain employers will be required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

Agency Procurement oversees the procurement of services and goods for the various programs within DCA to assist them in achieving their respective missions, while ensuring that procurement processes comply with all applicable laws and mandates. Agency Procurement also liaises with the Mayor's Office of Contract Services (MOCS), Office of Management and Budget (OMB) and the Comptroller's Office on behalf of the agency with respect to procurement related issues.

As Assistant Director, the prospective candidate will be responsible for the following tasks:

- Implement and coordinate contract and procurement activities from inception to registration
- Manage all procurement and contract actions including; writing and releasing solicitations; constructing Request for Proposals and Request for Bids, small/micro purchases, proposal evaluations, handling pre-solicitations reports, public hearing submissions, City Record notices, recommendations for award, vendor responsibility determinations and the registration of contracts with the Office of the Comptroller
- Develop and maintain procurement and contract management tracking tools, procurement records and files
- Draft contracts and supporting documentation. Process contract amendments, renewals and extensions and coordinate performance evaluations
- Perform contracting functions in the Financial Management System (FMS); Vendex; the Automated Procurement Tracking (APT) system; the Payee Information Portal (PIP); and internal agency purchasing systems
- Monitor the status of procurement of commodities and services, and ensure that all services purchased adhere to procurement rules. Provide guidance to agency staff on procurement protocols. Ensure citywide, state and federal procurement policies are followed, including Minority and Women-owned Business Enterprise (M/WBE) compliance.
- Perform appropriate background checks, including reviews of the Mayor's Office of Contract Services (MOCS) database, Vendex Questionnaires and other applicable data.
- Obtain corrective action where a contractor has failed to provide contracted goods or services, or is deficient in honoring terms of contractual agreement. Make recommendation for non-award or cancellation of contract based on contractor's non-responsibility, and poor or non-performance
- Perform special projects as needed.

## Qualification Requirements

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
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 6 months of the experience described in "1" above.

### SPECIAL NOTES:

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.

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.

***PLEASE NOTE: 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.***

### Preferred Skills

- Thorough knowledge of procurement practices, principles, terms and conditions;
- Strong analytical skills with commitment to detail and organization;
- Strong ability to handle multiple procurement requests concurrently and on an on-going basis;
- Proven ability to manage a large workload within tight time constraints,
- Establish and maintain effective supervisory relationships with a diverse population of staff;
- Proven ability to work independently in a fast-paced environment
- Possess a shared organizational value for integrity, flexibility and professional/ethical behavior;
- Proven ability to address problems and obtain solutions in dealing with both internal and external issues;
- Proven written and verbal communication skills and negotiation skills.
- Knowledge of City systems such as Financial Management System (FMS),
- Automated Procurement Tracking (APT) and Vendex are important.

### To Apply

**For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and type "Consumer Affairs" on the search line. Then locate the Job ID number.

**For Current City Employees:** Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.***

***PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.***

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

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

***NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

**Post Date:** 03/21/2016

**Post Until:** Filled

**DCA and the City of New York is an Equal Opportunity Employer.**