

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$50,362 - \$78,177*</u> <u>\$57,916 - \$78,177**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Agency Chief Contracting Officer (ACCO) Contract Procurement & Support Svc.</u>		

Job Description:

- Under supervision, with latitude for independent initiative and judgment, performs very responsible work in planning, implementation, coordination and monitoring of procurement of contracts and contract amendments that provide community services to the elderly such as transportation, caregiver services, home delivered meals, case management services etc. Follows up with Community Partners, provides contract technical assistance and collect contract related documents.
- Performs difficult work in the preparation of documents needed for contract processing via Mayor's Office of Contract Services' Automated Procurement Tracking (APT) system; track and log contract information in Agency databases for timely processing of contracts that provides essential community services to the NYC's older adults.
- Prepares performance evaluation of providers that delivers community services to the older adults.
- Coordinates the solicitation process for new awards resulting from procurement processes such as an RFP, Small Purchase, and Competitive Sealed Bids for goods and services.
- Assists with special contract projects as assigned by ACCO or Unit Supervisors.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications:

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

Preferred Skills:

Experience in City procurement, both Human and Non-Human Services contracts, with knowledge and background of Chapter 13 of the City Charter and the Rules of the Procurement Policy Board. Prefer knowledge of City procurement process of contract awards, amendments, renewals, etc., including direct experience with the Automated Procurement Tracking (APT) system. Experience with ACCESS database and Excel a plus.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

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 #291121

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#291129

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: June 22, 2017	Post Until: Filled	JVN No. 125-17-47CW
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER