

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Administrative Procurement Analyst	Level: N/A
Title Code No: 8297A	Salary: \$57,517.00/\$57,517.00 -\$133,857.00 Frequency: ANNUAL
Office Title: Senior Procurement Coordinator	Work location: 33 Beaver Street NY, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO Administration	Number of Positions: 2
Hours/Shift: Mon. - Fri. 9:00am – 5:00pm	Agency Tracking #: 3001 POSITION#: 285

Job Description

The NYC Department of Homeless Services seeks an Administrative Procurement Analyst to serve as a Senior Procurement Coordinator in the Division of Fiscal and Procurement Operations. The Initiation and Planning/ RFP Unit has the responsibility of developing competitive solicitations for services while closely collaborating with the program areas. This unit has a need for two (2) Administrative Procurement Analysts to function as Senior Procurement Coordinators, who will have the responsibility to review and effectively coordinate all mandated activities, including overseeing the evaluation process, for RFPs and other services initiations..

Duties and Responsibilities:

- Coordinates and oversees all workflow of a procurement portfolio with a value in excess of \$500 million. These responsibilities include the planning, development and preparation of solicitations of prospective vendors via the preferred method of procurement (RFP, CSB, IT technology), in order to ensure completeness and accuracy of submissions for the ACCO's and oversight agencies' approval in a timely manner;
- Oversees technical assistance of the solicitation process to DHS's program areas to secure critical services for Families and Adult Services by reviewing and directing DHS program area contract managers, communicating needed corrections. Once approved submits procurement actions to oversights such as the Mayor's Office of Contract Services (MOCS) for review and approval in order to ensure the timely and effective procurement of agency's goods and services and achieve agency goals;
- Serves as a RFP/CSB committee chairperson by ensuring adherence to Procurement Policy Board (PPB) Rules for RFP/CSB requirements and steering discussions, consulting and advising committee members through the review of proposals submitted by potential vendors. Obtains information needed for the review process such as vendor responsibility and performance evaluation documentation to assist committee members in their review to move the procurement forward to the award stage. Coordinates technical advisors to advise committee members on factual programmatic data related to the specific procurement as needed. Advises Agency program area heads on any issues relating to the procurement;
- Responsible for the development of appropriate planning tools, strategies, reports, charts, logs to document the procurement process and ensure that all areas of Agency and PPB Rules compliance requirements are met within prescribed deadlines, and that the necessary reports are provided to management reflecting the status and progress of all procurement initiatives; Develop timelines detailing the flow of the procurement process by providing milestone dates to DHS program areas, furnish other information concerning

procurement submissions/approvals;

- Reviews fiscal, budgetary and statistical documents submitted by potential vendors to ensure procurement financial data is in compliance with budgetary requirements and procurement guidelines. Request clarification from vendors for discrepancies and corrections needed; Prepares Selection Reports detailing the outcome of the committee's findings for submission to the ACCO and then MOCS for review and approval;

- Perform special tasks as assigned.

(285,TBD)

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.

Preferred Skills

The knowledge, skills and abilities required for this position include but are not limited to:

- Managerial skills which allows the ability to delegate responsibility.
- Ability to work under pressure and restrictive deadlines, in an atmosphere of intense activity, and be able to elicit the same from subordinate staff.
- Superior analytical ability & research skills.
- Knowledge of the Procurement Policy Board (PPB) Rules and the NYC Charter as it relates to the oversight approval process.
- Strong interpersonal skills which allow for effective direct communications with DHS officials, Agency staff and oversight agencies to which the office relates.
- Problem anticipation, prevention and resolution.
- Excellent writing skills.
- Excellent computer skills.

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:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 2/8/2016

Post Until: 2/23/2016

JVN: 071-2016-230901

The City of New York is an Equal Opportunity Employer.