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: Procurement Review Analyst	**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 #:** 3002 **POSITION#: 268**

Job Description

REPOST

The Department of Homeless Services seeks two Administrative Procurement Analyst to serve as The Procurement Review Analyst in the Division of Fiscal & Procurement Operations. The Procurement Review Analyst has the responsibility of processing the awards, renewals, negotiated acquisition extensions (NAEs), RCAMs, etc. for the Department of Homeless Services. The Administrative Procurement Analyst will function as Procurement Review Analyst and will be responsible for the review, analysis and editing of contract packages from program areas to ensure completeness, accuracy and compliance with rules, regulations, agency guidelines and procedures.

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 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 Emergency Declarations 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.

(268,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:** 071-2016-230929

The City of New York is an Equal Opportunity Employer.