

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

<b>Civil Service Title:</b> Administrative Procurement Analyst	<b>Level:</b> N/A
<b>Title Code No:</b> 8297A	<b>Salary:</b> \$57,517.00/\$57,517.00 -\$133,857.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Director of Contract Services	<b>Work location:</b> 33 Beaver Street NY, NY 10004
<b>Division/Work Unit:</b> Fiscal & Procurement Operations/ACCO Administration	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon. - Fri. 9:00am – 5:00pm	<b>Agency Tracking #:</b> 3009 <b>POSITION#:</b> 3712

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services (DHS) seeks an Administrative Procurement Analyst to serve as a Director of Contract Services within the Division of Fiscal and Procurement Operations. Under the direction of the Deputy ACCO, with wide latitude for independent judgment and initiative, the Director of Contract Services is responsible for effectively supporting the Agency’s operation and the delivery of services to its client population. The Director will oversee the work of professionals and clerical staff, including the Deputy Director of Contract Registrations, who are performing various functions related to processing of contracts to provide initial and/ or continuous direct services to DHS clients, ensuring timely registration, contract awards, and payment to vendors for services provided.

**Duties and Responsibilities:**

- Oversees Contract Services to ensure the registration preparation of contracts for goods and services, and task orders, as requested or otherwise assigned from other City agencies and/ or Mayoral initiatives. Ensure timely processing within prescribed deadlines and according to the City’s Procurement Policy Board (PPB) Rules, providing on-going status updates to oversights and internal parties
- Confer with and advise the ACCO and prepare appropriate and timely responses to inquiries related to contracts under review from the various oversight agencies including the Office of the Comptroller, the Mayor’s Office of Contracts, and the Office of Management and Budget, regarding pending contract actions under review for expedited registration;
- Oversee the process for obtaining and maintaining vendor insurance as prescribed in the contract agreements; ensure strict compliance with City and DHS insurance and bonding requirements for contracts and services by making sure that insurance documentation is obtained and kept on file;
- Oversee the contract-signing process for DHS vendors, and the Central Contract Filing System utilized to maintain all contract files after registration; this includes retrieval of files upon “Freedom of Information Law” requests, and requests from other sources;
- Oversee the process for ensuring that sufficient funds are approved for major contract actions and on-going budget encumbrances and modifications in the City’s Financial Management System (FMS) for payment to vendors for services provided;
- Oversee the process and system utilized to issue Procurement Identification Numbers required to commence the procurement process for all goods and services purchased by the agency;
- Oversee all requests for contract reports generated from the City’s Financial Management System needed by superiors; assist with the completion of the annual District Resource Statement distributed to communities where services are provided;
- Perform special projects as assigned by the Deputy ACCO and ACCO.

### 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.
- Capability to work under pressure with restrictive deadlines, in a fast-paced environment, with the ability to elicit the same from subordinate staff.
- Superior analytical abilities and 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:** 2/10/2016

**Post Until:** 2/25/2016

**JVN:** 071-2016-231207

**The City of New York is an Equal Opportunity Employer.**