

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: Director of Contract Services	Work location: 33 Beaver Street NY, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO Administration	Number of Positions: 1
Hours/Shift: Mon. - Fri. 9:00am – 5:00pm	Agency Tracking #: 3019 POSITION#: 3712

Job Description

REVISED

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 Agency Chief Contracting Officer (First DACCO) of the Procurement Implementation Unit in the Office of Contracts, with considerable latitude for independent initiative and decision making, the Director of Contract Services will be responsible for the supervision of procurement professionals performing the review of human services contract documents to ensure compliance with PPB rules, City regulations, guidelines, and procedures.

The responsibilities of the Director of Contract Services shall include, but not be limited to the following:

- Plan and review the agency portfolio of procurement actions, to ensure continuity of those services for the agency's program areas.
- Interface with DHS's program areas during the contracting process by providing assistance in the preparation, review, and completion of all procurement packages submitted for review.
- Acts in place of the Deputy Agency Chief Contracting Officer of the Procurement Implementation Division, providing adequate representation in meetings within and outside of the Agency, when needed.
- Supervise analysts and professional staff responsible for the preparation of contracts. Reviews analysis and performs editing of human/client service contract documentation to ensure clarity, proprietary and compliance with rules such as the Procurement Policy Board Rules and Local Law; regulations, agency guidelines and procedures.
- Based on interaction with DHS Program areas, analyzes and anticipates training and technical assistance needs in areas under the jurisdiction of the Office of Contracts, such as Automated Procurement Tracking (APT), ensuring technical assistance is provided when needed. Works with the Office of Contract staff to confirm training schedules and staff attendance.
- Maintain liaison between the Office of Contracts and outside entities, program areas and organizations to coordinate necessary activities, such as contract description/ specifications, and insurance updating, to obtain and provide information needed in the contracting process.
- Respond to requests from oversight offices such as the Mayor's Office of Contract Services (MOCS) to provide agency procurement indicators, such as the Retroactivity Reports, Human Services Plan and the City Council Discretionary Contracts Status.
- Perform any other related assignments as needed by the Agency Chief Contracting Officer.

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: 2/25/2016

Post Until: 3/10/2016

JVN: 071-2016-232987

The City of New York is an Equal Opportunity Employer.