

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

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Salary: \$59,536.00/\$68,466.00 -\$88,649.00 Frequency: ANNUAL
Office Title: Contract Analyst	Work location: 101-07 Farragut Road Brooklyn, NY 11236
Division/Work Unit: Administration/Maintenance & Repair Administration	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2911 POSITION#: 4071

Job Description

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to serve as a Contract Analyst for the Maintenance & Repair Administration of the Division of Administration. The Contract Tracking Unit oversee all contracts related to the maintenance and repair of homeless shelters. With nearly 30 different maintenance and repair contracts, DHS is looking for an individual with a specialty in Heating Ventilation and Air Conditioning (HVAC) contract management. This individual will be responsible for tracking expenditures for related contracts and develop and revise yearly budgets to meet Divisional needs. The Contract Analyst will oversee DHS' HVAC, Heating, and Fuel contracts to ensure compliance with contract documents related to Part "A" – Maintenance and Part "B" – Repair of equipment with appropriate parts and warranties. The Contract Analyst will work with the Director of Contracts to formulate, revise and submit contracts to the ACCO's office and follow through with contract registration. The Analyst will prepare requisitions and track invoice payments. He or she will correspond with vendors throughout the duration of contracts to ensure timely submittal of documents and invoicing material. The selected individual will attend meetings on behalf of the Director and follow-up as required.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Skills

Must be able to use Microsoft Access to create budget reports.

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 NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 10/14/2015

Post Until: 10/28/2015

JVN: 071-2016-218867

The City of New York is an Equal Opportunity Employer.