

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: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO Administration	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2914 POSITION#: 280

Job Description

The NYC Department of Homeless Services (DHS) seeks a Contract Officer to serve in the area of ACCO/Competitive Sealed Proposals (CSP) within the Division of Fiscal & Procurement. The selected candidate will provide Analysis and project management support to the unit while assisting in the development and implementation of projects. Responsibilities include, but are not limited to: managing and providing support to the unit's portfolio of special projects; serving as liaison and working in collaboration with internal and external stakeholders in the daily development, implementation and monitoring of service and program reforms related to generating and contributing to summary reports that provide narrative and numerical documentation; and helping to facilitate relationships between internal and external partners. The Associate Staff Analyst will work collaboratively on team projects as needed; provide assistance in the coordination and facilitation of work-groups, plan and organize meetings with key management staff to ensure that division goals being met.

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

In-depth knowledge of the RFP process and applicable Procurement Policy Board Rules. Must have a knowledge of FMS and APT systems.

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: 10/15/2015

Post Until: 10/29/2015

JVN: 071-2016-219119

The City of New York is an Equal Opportunity Employer.