

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

<b>Civil Service Title:</b> Associate Staff Analyst	<b>Level:</b> N/A
<b>Title Code No:</b> 12627	<b>Salary:</b> \$62,260.00/\$71,599.00 -\$92,704.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Contract Officer	<b>Work location:</b> 33 Beaver Street MANHATTAN, 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> 2972 <b>POSITION#:</b> 3712

**Job Description**

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

The NYC Department of Homeless Services (DHS) seeks a Contract Officer to serve in the ACCO's Office. The position of Associate Staff Analyst within the Competitive Sealed Proposal (CSP) Unit reports to the Director of the CSP Unit within the ACCO's Office. With great latitude for independent judgment, the Contract Officer will be responsible for all aspects of the Competitive Sealed Proposal Process-from pre-solicitation activity to contract registration. S/he will maintain a portfolio of contract actions; prepare paperwork for RFPs including Open Ended FFP, emergency declarations solicitations, sole source, negotiated acquisition, amendments, extensions, required authorized sources, negotiated acquisition actions, making sure that all actions are performed in accordance with Procurement Policy Board Rules. Additionally, the Contract Officer will review specifications, prepare City Record advertisement and solicitation notices, prepare all required award approval documentation, gather information in order to make determinations and recommendations regarding contractor responsibility, and in general assure a timely contract award.

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:** 12/2/2015

**Post Until:** 12/16/2015

**JVN:** 071-2016-224466

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