

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

<b>Civil Service Title:</b> Procurement Analyst	<b>Level:</b> 2
<b>Title Code No:</b> 12158	<b>Salary:</b> \$44,945.00/\$51,687.00 -\$72,628.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Senior Bid Officer	<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> 2997 <b>POSITION#:</b> 272

**Job Description**

The NYC Department of Homeless Services seeks a Procurement Analyst II to serve as the Senior Bid Officer in the Bid Administration Unit. Under supervision with latitude for independent initiative and decision making is responsible for fulfilling the purchasing needs of the Agency by reviewing bid documents, such as specifications; confer with; advise and coordinate technical issues with agency program areas in the procurement process. The duties and responsibilities shall include, but not be limited to the following: Reviews budgetary data of bid documents ensuring the availability of funds to initiate the procurement, ensuring that all programmatic budget codes for various procurement actions are in order. Maintains liaison between The Office of Contracts, program area managers, and vendors by conveying information and providing feedback to coordinate activities related to the processing of bids. This includes review and follow-up on critical issues related to the bid actions to be processed. Monitors and manages bid related files, ensuring that all vendors' records are properly coded, labeled and kept secure. Ensures that files are properly filed for easy access and retrieval by authorized staff. This includes maintaining daily work log and monitoring control chart to coordinate contract procedures. Reviews contract packages prior to submission for vendor signature and registration phase. Check documents for accuracy, ensures that procedures were followed and that appropriate forms were used and submitted. Make determination as to the completeness of the bid package. Prepares comprehensive contract management reports using FMS, APT and other automated systems such as PTS to monitor bid packages and maintain accurate records. Performs special projects by assisting management of the unit as needed.

PERMANENT INBUMENTS ONLY

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

**SPECIAL NOTES:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in

"1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

**Preferred Skills**

- Strong knowledge of the Procurement Policy Board (PPB) Rules and the NYC Charter as it relates to the oversight approval process.
- Ability to maneuver through the Automated Procurement Tracking (APT) system, the Financial Management System (FMS), in order to retrieve and compile data into reports as required.
- Strong interpersonal skills which allow for effective direct communications with DHS officials, agency staff and oversight agencies to which the office relates.
- Excellent writing skills.
- Excellent computer skills.

**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:** 2/4/2016

**Post Until:** 2/19/2016

**JVN:** 071-2016-230684

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