

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

Civil Service Title: Procurement Analyst	Level: 2
Title Code No: 12158	Salary: \$44,945.00/\$51,687.00 -\$72,628.00 Frequency: ANNUAL
Office Title: Buyer II	Work location: 33 Beaver Street NY, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO/Purchasing	Number of Positions: 1
Hours/Shift: Mon. - Fri. 9:00am – 5:00pm	Agency Tracking #: 3024 POSITION#: 4322

Job Description

The NYC Department of Homeless Services seeks a Procurement Analyst Level II to serve as a Buyer II within the Division of Fiscal and Procurement Operations. Under the direction of the Purchase Operations Supervisor, with latitude for independent initiative and decision making, the Buyer II will be responsible for fulfilling the purchasing needs of the Agency with the best and most cost-effective purchasing methods.

The responsibilities of the Buyer II shall include, but not be limited to the following:

- Responsible for purchase of supplies and goods for agency-wide use such as water, toner and other supplies that are in constant demand and used by all programs and offices throughout DHS;
- Responsible for purchases using State and City requirements contracts and for preparing purchase orders with a dollar value that exceeds \$20,000.00 and requires use of the City bidding process, and knowledge of PPB rules and requirements;
- Prepare complex purchasing requisitions in the Office of Contracts for DHS component agencies by checking descriptions, specifications, and other relevant data; consults with department representatives, in order to determine program needs;
- Prepare complex proposals by examining market and price conditions, in order to insure the most cost effective product is purchased;
- Responsible for an on-going use of the FMS system in order to track levels of spending and availability of funds;
- Prepares reports in narrative and statistical form by summarizing data in order to record work activities and make recommendations;
- Examines samples of complex materials to be purchased by checking descriptions and coordinating data with vendor liaisons, in order to determine compliance with specifications and standards. Suggest substitute items if appropriate as a cost savings;
- Monitors the purchasing of materials involving significant expenditures of money by reviewing seasonal variations, prices, frequency and the extent of emergency purchasing in order to insure that expense conform with procurement requirements;
- Recommends contract award modifications to the Director of Bid Administration & Purchasing and request time

extensions by accessing data, past experience and procurement requirements in order to initiate contract/purchasing proceedings;

- Provides technical assistance to agency staff by answering questions explaining procedures and legal requirements related to complex purchasing activities, in order to insure compliance with agency procedures and facilitate the most expeditious delivery of materials;

- Analyzes trade journals, catalogues, directories, and other technical materials by comparing data with purchasing trends, and budget allocations, in order to provide information relevant to market conditions and prices to Office of Contract management.

- Performs special projects by assisting the Director of Bid Administration and Purchasing as needed.

PERMANENT INCUMBENTS 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

The knowledge, skills and abilities required for this position include, but are not limited to:

- 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.

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: 3/16/2016

Post Until: 3/30/2016

JVN: 071-2016-235586

The City of New York is an Equal Opportunity Employer.