

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

Civil Service Title: Staff Analyst	Level: 2
Title Code No: 12626	Salary: \$55,081.00/\$63,343.00 -\$70,546.00 Frequency: ANNUAL
Office Title: Contract Officer	Work location: 33 Beaver St, New York, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/ACCO Administration	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2971 POSITION#: 3713

Job Description

REPOST

The New York City Department of Homeless Services (DHS) seeks a Contract Officer to serve in the ACCO's Office. The position of Staff Analyst II within the Competitive Sealed Proposal (CSP) Unit reports to the Director 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 FFPs, 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 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: OR

2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience 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, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, fiscal management, or in a related area.

SPECIAL NOTE: To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" 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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 12/2/2015

Post Until: 12/16/1015

JVN: 071-2015-224443

The City of New York is an Equal Opportunity Employer.