

**City of New York
Department of Information Technology & Telecommunications
Job Posting Notice**

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| Civil Service Title: Administrative Procurement Analyst (Non-Managerial) | Level: |
| Title Code No: 8297A | Salary: \$57,517 - \$80,000 |
| Business Title: Purchasing Analyst | Work Location: Manhattan |
| Division/Work Unit: Financial Management and Administration | Number of Positions: 2 |
| Job ID: 213954 | Hours/Shift: Day |

Job Description

(New York City Residency required within 90 days of appointment)

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as a Purchasing Analyst reporting to the Financial Management and Administration division within the ACCO unit. Responsibilities will include: Prepare, issue and process small purchase solicitations in accordance with the Procurement Policy Board (PPB) Rules; procure information technology equipment, hardware, software and maintenance through New York State Office of General Services (OGS) contracts, federal General Services Agency (GSA) and Department of Citywide Administrative Services (DCAS) requirements contracts; review purchase requisitions forms from agency personnel for completeness and accuracy; process micro-purchase orders; review purchase requests for appropriate authorizations and sufficient backup documentation; review all bid responses to ensure conformity with PPB Rules and bid requirements and prepare Recommendation for Award; enter contract/budget information into the Financial Management System (FMS); interact with NYC Comptroller's Office and DCAS to ensure that contract documents are registered; plan and schedule the delivery of goods and services, follow-up on related schedule and delivery issues; maintain procurement tracking, status reports and databases; assist contract managers with administrative tasks, including, scheduling Public Hearings, posting City Record advertisements, drafting notices to proceed and other related tasks; assist to process VENDEX, DLS and Vendor Name Checks; assist in contract compliance, including, the subcontractor approval process, Minority and Women-Owned Business Enterprise (M/WBE) Program, Prevailing Wage and Insurance Certificate compliance program; and perform special projects and initiatives as directed.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields;

-or-

2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Preferred Skills

The preferred candidate should possess the following: Experience in contract administration, financial management or procurement; knowledge of NYC Procurement Policy Board Rules, working knowledge of the Financial Management System (FMS), strong knowledge of Microsoft Office products such as Word and Excel; excellent written and verbal communications skills; organizational skills and the ability to handle multiple tasks under tight deadlines.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #213954
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #213954

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

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| Posting Date: September 22, 2015 | Post Until: Filled |
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The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.