

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

Civil Service Title: Administrative Procurement Analyst (Non-Managerial)	Level:
Title Code No: 8297A	Salary: \$57,517 - \$115,000
Business Title: Strategic Sourcing Analyst	Work Location: Manhattan
Division/Work Unit: Financial Management Administration Division	Number of Positions: 1
Job ID: 226939	Hours/Shift: Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or evenings.
Job Description (NYC Residency is required within 90 days of appointment)	
<p>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.</p> <p>The successful candidate will serve as a Strategic Sourcing Analyst reporting to the Financial Management Administration Division. Responsibilities will include: Work with the business teams and IT service providers and ensure that the suppliers/contracts are managed effectively to yield sustained savings; work with service providers to ensure their in-scope technical solutions are consistent with the enterprise business strategy and architecture; participate in strategic negotiations using established processes and ensuring that requirements of the stakeholders are represented; work closely with business unit performance managers and quality assurance staff to review service provider problems; analyze and validate the accuracy of information and the feasibility of solutions; track industry trends and maintains knowledge of new technologies in the area of expertise to better evaluate business unit service requests and service provider proposals; keep current on the participating business strategies and advise when solutions may or may not be leveraged across the enterprise; understand the value of technology in the enterprise business processes, work with IT service providers to identify opportunities for innovation, cost reduction and improved efficiencies and review service provider solutions; maintain long term supplier relationships with the focus on keeping the total costs of ownership to a minimum; potentially troubleshoot performance issues and resolve problems with service providers; provide technical support in the preparation Requests for Proposals (RFPs) and evaluation of responses; and perform special projects and initiatives as assigned.</p>	
Minimum Qualification Requirements	
<p>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;</p> <p>-or-</p> <p>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.</p> <p>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.</p>	
Preferred Skills	
<p>The successful candidate should possess the following: 5 years of experience in the information technology space, including the information logistics, data, technology and business layers; ability to operate under minimal supervision with wide latitude for independent judgment; strong negotiation skills and experience negotiating with large IT providers and resellers; significant experience influencing senior management, business users, key stakeholders and vendors; ability to interface with internal and external clients in a cross-functional environment and coordinating technical and non-technical resources; good supplier management/relationship skills and experience; familiarity with Strategic Sourcing methodologies, Procurement of IT Equipment, Software and Services supporting a large organization; flexibility to work in an ambiguous environment and to adapt to changing circumstances; familiarity with New York City Procurement Rules; excellent interpersonal communication skills; proficiency with MS Office.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #226939 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #226939</p> <p style="text-align: center;">-or-</p> <p style="text-align: center;">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</p> <p style="text-align: center;">SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: January 13, 2016	Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.