

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

Civil Service Title: Administrative Procurement Analyst (Non-Managerial)	Level:
Title Code No: 8297A	Salary: \$57,517 - \$75,000
Business Title: Financial/Procurement Analyst	Work Location: Manhattan
Division/Work Unit: Financial Management and Administration	Number of Positions: 1
Job ID: 241714	Hours/Shift: Day
Job Description (New York City Residency required within 90 days of appointment)	
<p>The New York City Department of Information Technology and Telecommunications (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 Financial/Procurement Analyst reporting to the Financial Management and Administration Division. Responsibilities will include:</p> <ul style="list-style-type: none"> • Participate in the vendor selection process by reviewing financial statements of companies which respond to a DoITT issued RFP to determine financial stability; • Maintain details of items purchased by contract and budget codes; details will be incorporated into reports for division heads; • Provide assistance in contract negotiations with vendors, contractors and suppliers by providing financial analysis as well as historical spend data; • Prepare detailed reports to provide transparency to divisions on their budget and actual expenses; • Work with division heads to conduct zero based budgets for PS and OTPS; • Assist in gathering, monitoring and analyzing data associated with the City's Expense, Revenue and Capital Budgets; • Collect financial data from various groups across DoITT, analyzing the financial data, establishing trends based on the data, producing forecasts and projections based on the collected data, and presenting the information along with appropriate recommendations to management; • Participate in the vendor selection process by reviewing financial statements of companies which respond to a DoITT issued RFP to determine financial stability; • Attend and participate at various meetings; work closely with SMEs to collect contractual, as well as budget and actual spending data; • Perform various analyses as necessary; • Assist in preparing other contract and procurement spend reports/projects as necessary. 	
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 candidate must possess the following skills: Strong analytical and verbal/written communication skills; excellent computer skills with high proficiency levels in Excel and Microsoft Office Suite; excellent analytic, organization, presentation and facilitation skills; and the ability to handle multiple tasks under tight deadlines; prior experience in financial reporting, budgeting and forecasting for mid to large scale technology projects; high level understanding of data center technology a plus; SQL proficiency a plus. The ideal candidate will have a background in budget, accounting, and procurement; knowledge of the City's financial systems is preferred.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #241714 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #241714</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: June 3, 2016	Post Until: Filled

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