

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

REPOST

Civil Service Title: Administrative Procurement Analyst	Level: 00
Title Code No: 8297A	Salary: \$57,517.00 - \$72,628.00 Frequency: ANNUAL
Business Title: Contract Manager	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Central Office of Procurement	Number of Positions: 1
Job ID: 234985	Hours/Shift: Day Tour

Job Description

Under the direction of the Deputy Agency Chief Contracting Officer (DACCO) for the Central Office of Procurement (COP) Contract Unit, with some latitude for discretion, the candidate will serve as a Contract Manager responsible for processing the purchasing of goods and services and construction and construction-related services to ensure that services are procured in a timely manner to meet the goals and objectives of the agency. Procurement tasks include, but is not limited to:

- Reviewing of procurement documents verifying description and specifications for accuracy and adequacy ensuring conformity and oversight compliance;
- Preparing encumbrances, purchase orders, and requisitions in compliance with Procurement Policy Board (PPB) Rules and Chapter 13 of the City Charter and applicable oversights;
- Consulting with appropriate agency staff to address inconsistencies/discrepancies in procurement documents;
- Examining relevant publications, internet and various sources to become familiar with market conditions;
- Entering and retrieving data from automatic information systems, specifically VENDEX, FMS, APT and DCAS/DMSS Direct Order and Storehouse requisitions;
- Maintaining and updating procurement status reports;
- Coordinating with oversight agencies including the Mayor's Office of Contract Services (MOCS), Law Department, Office of Management and Budget (OMB) and Department of Citywide Services (DCAS); and
- Performing related duties as assigned.

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

Strong analytical and computer skills, including proficiency using Microsoft Office (Word, Excel, PowerPoint, Outlook), queries and reports. In addition, must possess excellent verbal and written communication skills; strong client service ethics; as well as key organizational and interpersonal skills.

Residency Requirements

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 234985

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 234985

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 6/7/16

Post Until: 11/17/16

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