

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Procurement Analyst	Level: NM
Title Code No: 8297A	Salary: \$57,517.00- \$90,000.00 Frequency: ANNUAL
Business Title: Contract Manager	Work Location: 75-20 Astoria Blvd East Elmhurst, NY 11370
Division/Work Unit: Budget Division	Number of Positions: 1
Job ID: 238149	Hours/Shift: Day
Job Description	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.</p> <p>Under the direction of the Agency Chief Contracting Officer (ACCO) for the Central Office of Procurement (COP) Intake Unit, with some latitude for discretion, the candidate will serve as the Contract Manager responsible for processing the purchasing of goods and services and construction and construction-related services to ensure the services are procured in a timely manner to meet the goals and objectives of the agency. Procurement tasks include, but is not limited to:</p> <ul style="list-style-type: none"> • 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; • Conducting due diligence research relating to vendors/contracts integrity and capacity to provide goods and services responsibly; track and save research records in an accessible location; • 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 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); • Responding to the Mayor's Office of Contract Services (MOCS) Turn Around Documents (TADs) requests for data and information, and the Department's vendor performance evaluation portfolio; and • Performing related duties as assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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. <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	
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 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	
<p>For City employees: Go to Employee Self-Service (ESS) www.nyc.gov/ess and search for Job ID#: 238149</p> <p>For all other applicants: Go to https://a127-jobs.nyc.gov/ and search for Job ID#: 238149</p> <p>Submission of a resume is not a guarantee that you will receive an interview.</p> <p>Only candidates under consideration will be contacted.</p>	
Posting Date: 4/7/16	Post Until: 4/21/16

The New York City Department of Correction and The City of New York are Equal Opportunity Employers