

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

<b>Civil Service Title:</b> Procurement Analyst	<b>Level:</b> 03
<b>Title Code No:</b> 12158	<b>Salary:</b> \$62,372- \$75,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Contract Manager	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Central Office of Procurement	<b>Number of Positions:</b> 1
<b>Job ID:</b> 270196	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of inmates 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 12 inmate jail facilities including nine on Rikers Island, the court commands in each of the five boroughs, and two prison hospital wards. The department manages an average daily population of over 11,500 inmates and employs more than 10,000 uniformed and non-uniform staff.

Under the direction of the Deputy Agency Chief Contracting Officer (DACCO) for the Central Office of Procurement (COP) Contract Unit the candidate will serve as the Contract Manager responsible for processing the purchasing of goods and services and construction and construction-related services via, for example, Competitive Sealed Proposals, Request for proposals, amendments, change orders and task orders 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:

- 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 oversight;
- 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); and
- Performing related duties as assigned.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2", or "3" above. College education may be substituted for professional experience under "2" or "3" above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in "1" above.

**SPECIAL NOTE:**

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

**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.

**Special Note**

All candidates must be serving under the Procurement Analyst title permanently in order to apply.

**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](http://www.nyc.gov/ess) and search for Job ID#: 268956  
Submission of a resume is not a guarantee that you will receive an interview.  
Only candidates under consideration will be contacted.

**Post Date:** 10/25/16

**Post Until:** 11/17/16

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