

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

Civil Service Title: PROCUREMENT ANALYST	Level: III
Title Code No: 12158	Salary: \$52,914.00-\$88,945.00 Frequency: ANNUAL
Business Title: Procurement Analyst	Work Location: Rikers Island
Division/Work Unit: Central Warehouse Operations	Number of Positions: 1
Job ID: 235778	Hours/Shift: Day

Job Description

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 Rikers 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.

The New York City Department of Correction seeks to recruit a Procurement Analyst to support the Central Warehouse Operations Division. Under general supervision with considerable latitude for independent initiative and decision making, the candidate recruited will perform very responsible and highly complex or supervisory work in the purchasing, procurement of goods, services and/or construction; will review purchasing requisitions, procurement and contract documents; determine accuracy and adequacy of procurement documents; prepare documents for bid and/or proposal solicitations for processing contract awards, registrations and modifications; review bids and proposals submitted by vendors and providers to ensure conformity to agency, city, state and federal requirements. The incumbent may also be responsible for supervising staff or work units, coordinate the daily activities of professionals performing contract management and compliance monitoring duties; provide subordinates with training in agency policies and procedures, as well as federal, state and city regulations governing programs; and perform related duties as assigned.

Minimum 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

1. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.
2. 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.

Special Note

In order to apply you must be permanent in title.

Preferred Skills

1. At least (4) four years of professional experience in purchasing, retail or procurement;
2. Professional experience using automated information systems (VENDEX, FMS, APT, DCAS/DMSS etc.);
3. Knowledge of storehouse requisitions and direct orders is a plus;
4. MS Office (Word, Excel, Outlook) proficiency;
5. Excellent communication, interpersonal, decision-making, problem solving and analytical 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

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID#235778

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID#235778

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

Only candidates under consideration will be contacted

Posting Date: **03/17/16**

Post Until: **03/27/16**

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