

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

<b>Civil Service Title:</b> Administrative Procurement Analyst (Non-Managerial)	<b>Level:</b>
<b>Title Code No:</b> 8297A	<b>Salary:</b> \$58,955/\$58,955 - \$105,000
<b>Business Title:</b> Director, ITCS (Information Technology Consulting Services) Contracts	<b>Work Location:</b> New York
<b>Division/Work Unit:</b> ACCO/Contracts and Procurement	<b>Number of Positions:</b> 1
<b>Job ID:</b> 263810	<b>Hours/Shift:</b> Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.
<b>Job Description</b> <b>(NYC Residency is required within 90 days of appointment)</b>	
<p>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 the Director of ITCS (Information Technology Consulting Services) Contracts reporting to the Office of the Agency Chief Contracting Officer (ACCO). Responsibilities will include: Manage the team responsible for procuring DoITT task orders on the Citywide ITCS contracts; manage multiple requests with demanding deadlines; ensure that solicitations are complete and comply with all applicable rules and regulations including the Procurement Policy Board (PPB) rules, Comptroller Directive 31 and Local Law 63; work with team members to ensure that data in DoITT and citywide applications is complete and accurate; assist in requirements gathering for new application that will track task orders citywide; work with program staff and procurement and budget teams to ensure that task orders and amendments are registered in a timely and accurate manner; interact with oversight offices including MOCS and the Comptroller; maintain accurate account of all Citywide task orders and spend to date; and perform special projects and initiatives as assigned.</p>	
<b>Minimum Qualification Requirements</b>	
<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>	
<b>Preferred Skills</b>	
<p>The preferred candidate should possess the following: Should be organized, flexible and possess the ability to handle multiple tasks simultaneously under tight deadlines; experience in managing staff and be comfortable with making decisions independently; familiarity with City procurement rules and procedures including the Procurement Policy Board Rules; familiarity with NYC agency operations and oversight function; experience in contract administration, financial management or procurement; familiarity with information technology and professional services contracts; exceptional knowledge and proficient use of Microsoft Office programs such as Excel, Access, Word, outstanding customer service skills; excellent interpersonal, communications, presentation, and writing skills.</p>	
<b>To Apply</b>	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for Job ID #263810 For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for Job ID #263810</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;"><b>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</b></p>	
<b>Posting Date:</b> September 26, 2016	<b>Post Until:</b> Filled

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