MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A baccalaureate degree from an accredited college and 6 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 years 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 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 six months of experience as described in "1" above.

SPECIAL NOTES: 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. 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:

- Knowledge of the Procurement Policy Board (PPB) Rules and the NYC Charter as it relates to the oversight approval process
- Awareness of the City’s Minority/Women-owned Business Enterprise (M/WBE) Program
- Strong analytical and organizational skills.
- Excellent writing, interpersonal, customer service and presentation skills. Advanced Microsoft Excel and Word skills
- Working experience with FMS and Passport systems
- Ability to adapt to a fast-paced work environment and changing needs and priorities

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed.
For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.
NOTE:
As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Post Date: 8/12/2022  Post Until: Filled  Job ID: 820-2022-545623/71

OATH and the City of New York are Equal Opportunity Employers