**POSITION AVAILABLE**

<table>
<thead>
<tr>
<th>Office Title: Agency Chief Contract Officer (ACCO)</th>
<th>Civil Service Title: Administrative Procurement Analyst (NM)</th>
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<tbody>
<tr>
<td>Level: 1</td>
<td>Salary Range: $80,000 - $110,000</td>
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<tr>
<td>Division / Work Unit: Fiscal Division</td>
<td>Number of Positions: 1</td>
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<tr>
<td>Job ID: 533269</td>
<td>Hours / Shift: Mon – Fri (9am – 5pm)</td>
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<tr>
<td>Position Status: Full-Time / Permanent</td>
<td>Application Deadline: Until filled</td>
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**THE AGENCY**

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Mayor’s Office of Management and Budget (OMB).

DCP’s six strategic objectives are: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness, and responsiveness in land use reviews; and (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy and helping administer the Neighborhood Development Fund, which is geared toward ensuring that growing neighborhoods undergoing a rezoning have accompanying infrastructure investments.

DCP is a great place to work – cultivating intellectual inspiration, professional development, and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**

DCP’s Fiscal Division strives to improve the agency’s financial responsibility and operational effectiveness by providing information, analysis, and administrative and technical support to programs and divisions throughout the agency. The Fiscal team’s daily operations include, but are not limited to, grant management, accounting for both payable and receivables, budgeting, financial reporting, and procurement. Due to the relative size of DCP and its diverse funding composition, members of DCP’s fiscal team have direct exposure to a wide range of financial functions.
THE JOB:
The Department is currently seeking a dynamic individual to become the agency’s Agency Chief Contract Officer (ACCO). As the agency’s chief procurement leader, the ACCO will be focused on improving the agency’s responsiveness to procurement needs from its internal ‘customers’ while ensuring absolute compliance with City rules and cost-effective purchasing principles. The position requires proficiency in analytics and the successful candidate will be able to collaborate with planners, senior management, and outside vendors. Certification as an NYC DACCO or ACCO is desired. This is a role where you supervise a team of 1-2 while advancing more complex procurements directly.

The ACCO is expected to demonstrate independent initiative, judgment, and decision-making ability in the day-to-day management of the agency’s procurement activities. The ACCO will also play a supporting role in the management of the agency’s budget, working closely with staff dedicated to Budget and Accounting functions.

The successful candidate will have the skill to work with groups of people to identify issues and solve problems, while harnessing the experience and knowledge of others to make solutions stick. The ACCO will lead DCP’s procurement activities. Over the next 18 months, can expect to work on:

- Ensure that all procurement staff have the proper training and follow all PPB rules
- Develop and launch an OTPS tracking tool for the use of procurement staff
- Prepare a RFS for environmental consulting services
- Lead contracting activities related to the completion of the agency’s Paperless Filing system
- Work with the accounting team to prepare monthly and quarterly OTPS reports
- Track and increase agency spending going to M/WBE vendors
- Manage Citywide procurement reporting
- Work closely with the Department’s Info. Technology division to manage spending on hardware, software and maintenance agreements, supervising all purchases.
- Tackle one-time procurement/business projects – like the re-imagining of the DCP Bookstore, or the printing of an updated Zoning Resolution and Zoning Handbook.

RESPONSIBILITIES

- Develops and manages the procurement process to ensure that all agency needs are reviewed and met in a timely manner
- Identifies potential vendors and negotiates purchases with vendors for agency needs
- Creates requests for bids and contracting documents for general purchases and prepares specifications and documents required for all solicitation methods
- Leads a team of trained staffers working on procurement and trains them to understand all PPB and other rules related to procurement
- Serves as the agency’s Agency Chief Contract Officer
- Manages the procurement of all services and leases through contracts
- Works with the agency’s Fiscal Officer and Accounting team to manage and report on the agency’s budget and spending
- Identifies and recommends policies and solutions to improve agency business functions
- Leads interdivisional teams and manages staff as required
- Works on other tasks and projects as directed

PREFERRED SKILLS

- Excellent quantitative and problem-solving skills.
- Experience with formal report creation and presentation skills
- Experience using NYC Financial Management System (FMS)
- High to expert proficiency in Microsoft Office, particularly Excel.
- Strong organizational and project management skills; detail oriented with the ability to multi-task
and work both independently and as part of a team.

- Excellent written and oral communication skills.

**MINIMUM REQUIREMENTS:**

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

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.

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.

**TO APPLY:** All applications must be submitted through the NYC Careers / ESS Website

**City Employees** – Click [here](#) to apply directly
   1. Log in to ESS.
   2. Search for job ID number: 533269
   3. Click on the job business title: Administrative Procurement Analyst (NM)
   4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Click [here](#) to apply directly, or visit: [https://www1.nyc.gov/jobs/](https://www1.nyc.gov/jobs/) and follow the steps below:
   1. Search for job ID number: 533269
   2. Click on the job business title: Administrative Procurement Analyst (NM)
   3. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to OMB approval.

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.

**PLEASE NOTE:** 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 a Human Capital representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment
based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.