

In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title

CIVIL SERVICE TITLE: Procurement Analyst Level 2	TITLE CODE NO.: 12158-02
OFFICE TITLE: Procurement Analyst	SALARY: \$44,281-\$50,923
DIVISION/WORK UNIT: Contract Procurement	WORK LOCATION: 2 Lafayette Street, New York, NY 10007
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 8
JOB DESCRIPTION:	
<p>The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.</p> <p>The Procurement Analyst with the Office of Procurement, under the direction of the Assistant Deputy Agency Chief Contracting Officer (ADACCO), with some latitude for independent judgment, action, and decision making,</p> <ul style="list-style-type: none"> Assists the ADACCO in the coordinating, planning, and implementation of Agency contract and procurement activities from pre-solicitation to award and registration of over 3,000 contracts. Coordinates with DYCD Program units and human service contractors on the preparation, distribution and collection of contract and procurement documents. Ensures technical specifications comply with Citywide regulations. Collects and prepares documentation for investigations of vendor responsibility and performance. Interacts with various oversight agencies to ensure contractor compliance Acts as a liaison to various oversight agencies as well as departments within DYCD Assists in the Request for Proposal process by preparing documents for publication, evaluation and review 	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> Ability to multi-task in a fast paced environment FMS knowledge, APT knowledge, VENDEX, HHS Accelerator System Familiar with the City of New York's Procurement Policy Board Rules Computer literate with working skills in Microsoft Word and Excel Excellent communication and interpersonal skills Detail-oriented and team player 	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or A four year high school diploma or its educational equivalent and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or Education and/or experience equivalent to "1" or "2" above. 	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.</p>	
<p>To APPLY: Search for the Job ID #182004 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p> <p>*If you do not have access to a personal computer, please visit your local library*</p>	
POST DATE: 3/24/2015	POST UNTIL: Filled
JOB ID: 182004	

The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.