

**City of New York**  
**DEPT OF CITYWIDE ADMIN SVCS**  
**Job Vacancy Notice – Repost was 868/2010/006076**

<b>Civil Service Title:</b> Administrative Procurement Analyst	<b>Level:</b> M - 3
<b>Title Code No:</b> 82976	<b>Salary:</b> \$60,740.00 - \$162,014.00
<b>Office Title:</b> Purchase Director	<b>Work location:</b> 1 Centre St., N.Y.
<b>Division/Work Unit:</b> DMSS/Procurement Unit	<b>Number of Positions:</b> 2

**Hours/Shift:** Day

**Job Description**

The Department of Citywide Administrative Services (DCAS) seeks to hire two Administrative Procurement Analysts Level M-3 in the capacity of Purchase Directors to work within the Division of Municipal Supply Services' (DMSS) Procurement unit. The duties and responsibilities will include the following but not be limited to:

- Direct and supervise the Procurement unit of significant complexity involving the acquisition of goods.
- Develop/enhance procedures for administration of contract and procurement activities, such as solicitation, awarding and processing of bids and contracts.
- Consult with and advise the Agency Chief Contracting Officer (ACCO) and other superiors on buying policies.
- Confer with, consult and advise department heads on problems relating to the procurement of goods and contract administration.
- Manage the procurement staff in daily activities involving major procurement and contracting functions and in specifications.
- Prepare overall work schedules, coordinate workflow and review work of varying levels of subordinates for efficiency and compliance with established rules and guidelines.
- Approve recommendations for contract awards, modifications, emergency purchases and contract time extensions, etc.
- Oversee and manage pre-solicitation review activities, evaluate solicitation documents and work with program/user personnel to ensure user needs are satisfied and technical specifications are in compliance with applicable regulations.
- Review and approve contract specifications before advertising to ensure conformity to the agency's requirements and federal/state/city mandates and to determine the most cost-effective way of obtaining the required items.
- Manage investigations pertaining to vendor responsibility decisions, vendor performance and product performance.
- Enforce and monitor compliance with Chapter 13 of the City Charter, Procurement Policy Board rules, Mayoral policies and procurement-related laws.
- Enforce compliance with the requirements of the Minority and Women-owned Business Enterprises Development program.
- Coordinate and direct training activities for agency and procurement staff.
- Serve in the capacity of Deputy ACCO and may perform the duties of the ACCO in his temporary absence.
- Perform other duties as may be requested.

**Qualification Requirements**

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.

**New York City Residency may be required within 90 days of appointment.**

**Essential Skills**

The candidates' should possess a Bachelor's degree or higher preferred; substantial experience in administrative, managerial, supervisory and/or executive capacity; thorough knowledge of procurement practices, principles, terms and conditions and contract law; strong analytical skills with commitment to detail and organization; strong ability to handle multiple contract requests concurrently and on an on-going basis; proven ability to manage a large workload within tight time constraints, establish and maintain cooperating working relationships with a diverse population of staff and make sound decisions; proven ability to work independently in a fast-paced environment and possess a shared organizational value for integrity, flexibility and professional/ethical behavior; proven ability to address problems and obtain solutions in dealing with both internal and external issues; proven written and verbal communication skills; advanced computer literacy.

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)

**The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/006076.** Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator  
DCAS/Human Resources Office  
1 Centre Street, 17th Floor North  
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Post Date:** 12/21/2010

**Post Until:** 3/21/2011

**JVN:** 868-2011-006076

**The City of New York is an Equal Opportunity Employer.**