

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost was 868/2010/009464

Civil Service Title: Administrative Staff Analyst (Non-Managerial)	Level: NM
Title Code No: 1002A	Salary: \$49,510.00 - \$88,649.00
Office Title: Administrative Staff Analyst (Non-Managerial)	Work location: 1 Centre St., N.Y.
Division/Work Unit: DMSS/Management Services Unit	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst (Non-Managerial) to work within the Division of Municipal Supply Services' (DMSS) Management Services unit. The candidate's duties will be to:

- Administer highly difficult professional work and support the daily operational requirements of the Management Services unit.
- Supervise staff, develop more efficient ways of enhancing staff productivity and establish controls to ensure deliverables are completed consistently and timely.
- Conduct various research and analyses to enhance processes and improve flow of operations, as well as make recommendations to executive management to obtain optimum efficiency in the utilization of staff by planning and managing the activities of two units within Management Services.
- Supervise the Contract Modifications unit – supervise staff in the preparation, processing and distribution of all contract modifications; oversee the unit to maintain an accurate and timely processing of modifications; organize and oversee tasks associated with Contract Registration, Assignment of Contract and Assignment of Payment; monitor various weekly and monthly reports; supervise the maintenance of 24 hour emergency vendor contract manual.
- Supervise the Support Services unit – oversee and supervise staff in the unit who is responsible for handling all document intake, data entry, review, processing and distribution of requisitions, direct orders and change orders; oversee the processing of intergovernmental orders and state contracts; oversee the processing of all pertinent paperwork status of processed documents; monitor various databases for acceptance/rejections; monitor Law Department approvals; monitor the Bid Calendar and advertisements in the City Record; oversee the mailing of bid solicitation notifications; develop and review performance indicators for management.
- Work closely with the City's Financial Management System (FMS/3) with respect to verification, addition and modification of commodity codes and perform other FMS-related duties as needs dictate.
- Become familiar with the responsibilities of the Bid Room: call, tabulate, perforate and record bids; process bid receipts and withdrawals; process late bids and response letters; keep specifications and samples on file; ensure bid is kept on file prior to bid opening date; submit monthly reports; may oversee bid opening for a seamless flow and to ensure consistency with the agency's policies and procedures.
- Develop specialized knowledge and proficiency of the automated information systems, such as FMS and agency-specific Commodity Line Item Purchasing System (CLIPS).
- May supervise or coordinate new projects and ensure they meet the requirements and proceed on schedule.
- Perform other related duties as may be requested.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

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

Essential Skills

The candidate should possess strong analytical, facilitation and supervisory skills; excellent verbal, written, interpersonal and communication skills; a strong work ethic and attention to detail; the ability to successfully manage multiple high-priority tasks simultaneously; ability to analyze needs and determine resources necessary to meet deliverables.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov.

The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/009464. 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: 868-2011-009464

The City of New York is an Equal Opportunity Employer.