

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Associate Quality Assurance Specialist	Level: 00
Title Code No: 34190	Salary: \$51,633.00 - \$72,012.00
Office Title: Associate Quality Assurance Specialist	Work location: 1 Centre St., N.Y.
Division/Work Unit: DMSS/Bureau of Quality Assurance	Number of Positions: 3

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 3 Associate Quality Assurance Specialists to work within the Division of Municipal Supply Services' (DMSS) Bureau of Quality Assurance (BQA). The candidates' duties will be to:

- Supervise Quality Assurance Specialists in the performance of their duties.
- Operate a motor vehicle in the performance of duties.
- Prepare work schedules and assignments and help assign tasks to field inspectors and clerical staff.
- Review and evaluate work of subordinates and instruct them in appropriate quality assurance methods, techniques and procedures.
- Establish guidelines for training of new inspectors and conduct quality assurance training.
- Witness or request required testing to be performed at laboratories.
- Review and evaluate laboratory analysis reports for product compliance and determine course of action in adverse cases.
- Maintain laboratory control numbers and associated data.
- Prepare complex analytical reports utilizing computerized application.
- Perform plant inspections and attend pre-bid conferences.
- Conduct surveys/studies of: agency quality assurance programs; administrative procedures and practices inspection standards, methods and techniques; contract specifications; and related matters.
- Help to establish responsibilities and standards consistent with agency and unit objectives and recommend appropriate changes in division policy and procedures.
- Act as a liaison with City and other governmental agencies as well as with contractors/vendors and oversee investigation of complaints to ensure an appropriate response is made.
- Negotiate settlements with contractors/vendors to resolve disputes and maintain record of their performance.
- Perform requisite complex assignments from administration.
- May plan, direct and coordinate quality assurance inspections unrelated to those described above.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time experience, purchasing or inspecting supplies, materials and/or products such as: paints, linoleum, hose, sand, brick, wire, shades, hardware and tools; plumbing, electrical machine shop, building and cleaning supplies; furnishings and furniture; lumber and wood related products; metals; equipment; foods, drugs, and chemicals; fuel; textiles; printing, stationery and other sundry items. At least one year of this experience must have been in a supervisory capacity; or
2. An associate degree from an accredited college, plus four years of satisfactory fulltime experience as described in "1" above, at least one year of which must have been in a supervisory capacity; or
3. A baccalaureate degree from an accredited college, plus two years of satisfactory full-time satisfactory experience as described in "1" above, at least one year of which must have been in a supervisory capacity; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit may be substituted for experience on the basis of 45 semester credits from an accredited college for one year of experience. However, all candidates must have a high school diploma or its educational equivalent and at least two years of satisfactory full-time experience as described in "1" above, at least one year of which must have been in a supervisory capacity.

License Requirement

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

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

Essential Skills

The candidates should possess excellent typing and report writing skills with a working knowledge of computer applications, including Microsoft Office Suite. Consideration will be given to candidates who specifically deal or have dealt in the inspection, purchasing and approval of motorized emergency equipment and/or equipment utilized by health and safety personnel, such as law enforcement officers, medical professional, firefighters and rescue teams. Knowledge of applicable standards, specifications, contracts and laws pertaining to various technical items; knowledge of test procedures; knowledge of tools necessary to inspect items are requisite for these positions

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#2011/012376. 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: 12/29/2010	Post Until: 3/29/2011	JVN: 868-2011-012376
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The City of New York is an Equal Opportunity Employer.