

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Civil Service Title: Administrative Procurement Analyst (NM)	Level: 00
Title Code No: 8297A	Salary: \$58,955/\$58,955-\$137,203
Business Title: Director of Purchasing	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Administration/Agency Chief Contracting Office	Number of Positions: 1
Job ID: 274076	Hours/Shift: 35 Hours
Job Description	
<p>Under the direction of the Deputy ACCO of Procurement, Planning and Reporting, the Director of Purchasing will be responsible for the procurement portfolio that includes all procurement actions, compliance, tracking and reporting associated with the following procurement methods: micro and small purchases, and purchase orders. Responsibilities include but are not limited to: direct training and supervision of the staff overseeing the purchasing of both Capital and Expense funded goods and services, using the micro and small purchase procurement methods; manage the development of tracking systems to allow for efficient and prompt reporting on solicitations, awards and other compliance and performance metrics; and, ensure that files and documents are properly maintained for audit purposes. The Director will provide guidance and support to Agency staff in the procurement of goods and services utilizing the aforementioned methods; and, provide oversight and timely approvals and data entry of the procurements and associated documents to ensure that the City obtains fair prices, high quality and timely delivery of essential goods and services, while safeguarding the integrity of the procurement process. In addition, coordinate contract procurement processes with oversight agencies including the Mayor's Office of Contract Services, the Department of Citywide Administrative Services, the Department of Information Technology, and the Office of the NYC Comptroller. S/he will participate in meetings and telephone discussions in order to coordinate receipt of paperwork necessary for progressing procurement actions and requests, and monitor approval of procurement actions from other oversight and related agencies.</p>	
Minimum Qualification Requirements	
<p>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</p> <p>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.</p> <p>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.</p>	
Preferred Skills	
<p>Preferred skills include knowledge of NYC Procurement Rules, the City's Automated Procurement Tracking system and the City's Financial Management System. Excellent desk top computer application knowledge and skills, and excellent writing skills are required.</p>	
Residency Requirement	
<p>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 the agency representative at the time of interview.</p>	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID # 274076. For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 274076. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 12/05/2016	Post Until: Filled

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