

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Office of Citywide Procurement, Logistics

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## AGENCY DESCRIPTION (Max characters 3000)

The Office of Citywide Procurement (OCP) at the Department of Citywide Administrative Services (DCAS) is responsible for purchasing goods and services on behalf of all City agencies. OCP solicits and awards a wide variety of contracts and manages a portfolio of approximately 1,000 multiyear citywide requirements contracts. OCP is charged with quality control for all purchases; warehousing and distribution of goods to agencies throughout the City; and the transfer, sale and other safe disposal of City agencies' surplus goods. OCP supports City operations by providing an efficient, cost effective and customer-focused central purchasing function while ensuring that products purchased and services obtained support the City's long term strategic and environmental goals at the lowest net cost and the highest professional standards.

## UNIT DESCRIPTION (Max characters 1000 )

The Office of Surplus Activities (OSA) is responsible for the timely and proper disposition of surplus City assets relinquished from the various Mayoral and other City agencies (Non-Mayoral). OSA maximizes revenue by implementing online auction initiative; working proactively with client agencies to identify surplus assets that can be sold or repurposed, and, partnering with OCP's Storehouse/Logistics to pick up, store and stage such items for sale or transfer, wherever possible.

## POSITION TITLE (Max characters 100)

Office of Surplus Activities Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Working primarily on City Surplus Disposition activities, the selected candidate will assist with a variety of activities and analyses, including but not limited to:

- Communicating/interacting with Agency Salvage Officers concerning upcoming surplus auction needs especially those requiring planning for site vacate
- Analyze surplus sales and inter-agency transfer activities during the past 2+ years to identify trends and potential opportunities for additional surplus sales/transfers (including identifying agencies that may have lower than expected activity indicating that there may be surplus available but not yet disposed of)
- Assist with other special projects and ad-hoc reporting requirements, as needed
- Monitor active and completed auctions and conduct follow up with buyers and agencies to ensure that auction records and documentation are complete and accurate. In performing this work, identify any possible process improvements that could make this follow up more effective and/or timely.
- Conduct online research about various goods offered for auction to identify relevant information that will inform readers more completely, help to attract more bidders to auctions and potentially result in greater revenue

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

-Strong computer skills, especially MS Word, Excel & Outlook; MS Access knowledge is a plus  
-Exhibits ability and awareness about completing assignments within set deadlines and is detailed oriented  
-Able to work independently, with supervision, as well as within a team

**APPLICATION PROCESS (Max characters 700 )**

**SALARY RANGE**

\$12.00 per hour

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**