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| <b>CIVIL SERVICE TITLE:</b><br>Procurement Analyst, Level 2 | <b>TITLE CODE NO.:</b><br>12158-02                              |
| <b>OFFICE TITLE:</b><br>Procurement Analyst                 | <b>SALARY:</b><br>\$44,281-\$50,923                             |
| <b>DIVISION/WORK UNIT:</b><br>Procurement                   | <b>WORK LOCATION:</b><br>2 Lafayette Street, New York, NY 10007 |
| <b>HOURS</b><br>35 Hours Per Week (minimum)                 | <b>NUMBER OF POSITIONS:</b><br>2                                |

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The Procurement Analyst, under the direction of the Assistant Deputy Agency Chief Contracting Officer (ADACCO), with some latitude for independent judgment, action, and decision making will play a key role in processing the agencies 3,000+ human service contracts by assisting the ADACCO in the following:

- Works with ADACCO to manage and maintain current contract portfolio status reports
- Coordinates and oversees training on procurement related topics with ADACCO
- Assists the ADACCO in ensuring all procurement rules are being implemented and followed.
- Assists the ADACCO in the coordinating, planning, and implementation of Agency contract and procurement activities from pre-solicitation to award, registration and post registration of over 3,000 contracts.
- Coordinates with DYCD Program units and human service contractors on the preparation, distribution and collection of contract and procurement documents.
- Ensures technical specifications comply with Citywide regulations.
- Collects and prepares documentation for investigations of vendor responsibility and performance.
- Interacts with various oversight agencies to ensure contractor compliance
- Acts as a liaison to various oversight agencies as well as departments within DYCD
- Assists in the Request for Proposal process by preparing documents for publication, evaluation and review
- Compile, manage and maintain cycle time reports, contract portfolio reports, Human Service contracting plans and oversight inquiry reports.
- Assist the ADACCO in implementing and managing mayoral directives associated with agency procurements

A successful candidate will have experience working in a fast paced environment with extensive knowledge of the City of New York Procurement rules and processing systems.

**PREFERRED SKILLS:**

- Ability to multi-task in a fast paced environment
- FMS knowledge, APT knowledge, VENDEX, HHS Accelerator System
- Familiar with the City of New York’s Procurement Policy Board Rules
- Computer literate with working skills in Microsoft Word and Excel
- Excellent communication and interpersonal skills
- Detail-oriented and team player

**MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time professional experience in procurement of goods, services, construction or construction-related services, or professional, technical or administrative experience in contract negotiation/management; or
2. An associate degree or completion of 60 semester credits from an accredited college, and 18 months of satisfactory, full-time professional experience as described in “1” above; or
3. A four-year high school diploma or its educational equivalent and two and one-half years of satisfactory full time professional experience as described in “1” above; or
4. A combination of education and/or experience equivalent to “1”, “2”, or “3” above. College education may be substituted for professional experience under “2” or “3” above at the rate of 30 semester credits from an accredited college for 6 months of experience. However, all candidates must have at least a four year high school diploma or its educational equivalent and 6 months of the experience described in “1” above.

**SPECIAL NOTES:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

**APPOINTMENTS ARE SUBJECT TO THE OFFICE OF MANAGEMENT (OMB) APPROVAL. NYC RESIDENCY IS REQUIRED**

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL  
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT  
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.**

To APPLY:  
**Search for the Job ID  
#204891**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)  
Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.  
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER  
CONSIDERATION WILL BE CONTACTED.

**\*If you do not have access to a personal computer, please visit your local library\***

**POST DATE: 8/7/2015**

**POST UNTIL: Filled**

**JOB ID: 204891**

**The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.**