

REVISED – Last date to apply extended

Only Candidates currently serving permanently in the Procurement Analyst title or reachable on the current Procurement Analyst list are eligible to apply for this position.

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

| | |
|-------------------------|---|
| Title: | Senior Procurement Analyst |
| Salary: | \$50,000 - \$65,000 |
| Bureau/Division: | Bureau of Administration |
| Period: | November 24, 2014 – Until Filled |

JOB DESCRIPTION

The Bureau of Administration supports the work of the other bureaus throughout the Office of the Comptroller. The Bureau manages the Comptroller's Office operating and capital budgets as well as the full breadth of its human resource function, procurement and payment responsibilities, facilities management and support services.

Under the supervision of the Director of Procurement, the Senior Procurement Analyst will process procurements related to the agency's OTPS expense and capital budgets totaling over \$20 million annually. Responsibilities include, but are not limited to, the following:

- Prepares solicitation documents required for all methods of procurement, including Small purchases, Request for Proposals (RFP) and Intergovernmental Purchasing; assists in the development and awarding of contracts and purchase orders;
- Works with bureau staff to initiate and develop new procurement, including scheduling, reviewing contract documents for completeness, and preparing documents for registration;
- Purchases office equipment, furniture, security equipment, general equipment maintenance, equipment rentals, services and other complex purchases;
- Develops and implements procurement strategies to maximize competition while ensuring compliance with New York City's Procurement Policy Board (PPB) Rules;
- Collaborates with oversight bureaus to facilitate expeditious review and approval of solicitations and contract awards;
- Serves as the travel coordinator, prepares arrangement for travel and hotel accommodation for agency staff;
- May temporarily perform supervisory duties in the absence of the Director; maintains complete and accurate records, performs other duties as required to ensure that the procurements are completed on schedule and in conformity with the agency's polices and the PPB Rules.

QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and three (3) or more years of full-time satisfactory professional experience in purchasing, contract administration, procurement of goods and services, or professional, technical or administrative experience in contract negotiation/management; or a related field; **or**
- An associate degree or completion of 60 semester credits from an accredited college, and five (5) or more years of satisfactory full-time experience as described above;

Note: Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Knowledge of NYC Procurement Rules highly preferred, including use of FMS and VENDEX.
 - Ability to independently work, manage, and prioritize multiple tasks and projects must be displayed.
 - Excellent interpersonal, communication, and organizational skills (includes Microsoft office Suite proficiency) expected.
-

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

| | | |
|---|------------------------------------|-----------------------------|
| POSTING DATE: November 24, 2014 | POST UNTIL: Until Filled | JVN: 015/015/021R |
|---|------------------------------------|-----------------------------|

The NYC Comptroller's Office is an Equal Opportunity Employer