

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Procurement Analyst
Salary:	\$57,517 - \$75,000
Bureau/Division:	Administration / Procurement
Period:	January 13, 2016 – Until Filled

JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management. The Administrative Procurement Analyst will assist in overseeing the procurement functions of the Comptroller's Office.

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:

- Reviews and approves solicitation documents required for all methods of procurement, including micro purchases, small purchases, Request for Proposals (RFP) and intergovernmental purchasing; assists in the development and awarding of contracts and purchase orders;
- Evaluates solicitation documents and works with bureau staff to ensure that specifications are in compliance with applicable regulations; reviews specifications in order to determine the most cost effective way of obtaining the required items; reviews recommendations for contract awards and contract modifications;
- Ensures that requisitions are processed in a timely manner and that the specifications are current and appropriate.
- 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;
- Manages the procurement staff in the absence of the Director;
- Reviews and approves work of the subordinates for effectiveness, efficiency and compliance with agency's guidelines and procedures;
- Performs other related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and four (4) or more years of full-time satisfactory professional experience in purchasing, contract administration, procurement of goods and services, contract negotiation/management; or a closely related field; at least eighteen months of this experience must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the fields mentioned above; **or**
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.

Note: Possession of an acceptable professional procurement certification may be substituted for up to one year of professional 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.
 - Excellent interpersonal, communication, and organizational skills (includes Microsoft office Suite proficiency).
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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: January 13, 2016	POST UNTIL: Until Filled	JVN: 015/016/041
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The NYC Comptroller's Office is an Equal Opportunity Employer