

## **NYC OFFICE OF THE COMPTROLLER**

### **JOB VACANCY NOTICE**

<b>Title:</b>	<b>Procurement Analyst (Part-Time)</b>
<b>Salary:</b>	<b>\$21 - \$24 per hour</b>
<b>Bureau/Division:</b>	<b>Administration/Procurement</b>
<b>Period:</b>	<b>January 3, 2017 – Until Filled</b>

### **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 Procurement Analyst will assist with the procurement functions of the Comptroller's Office and may work up to 28 hours per week.

Under the direction of the Division Chief for Procurement Services, the Procurement Analyst will be responsible for purchasing goods/services, and processing procurement documents and contracts, responsibilities will include but are not limited to:

- Prepares solicitation documents required for all methods of procurement, including Small Purchase, Request for Proposals (RFP) and intergovernmental purchasing;
- Acquisition of computer hardware, software product and services, office supplies and equipment, furniture, general equipment maintenance and rentals and other purchases;
- Assists in the development and awarding of contracts and purchase orders;
- Works with agency bureaus to initiate and develop new procurement including scheduling, reviewing contract documents for completeness, and preparing documents for registration;
- Performs other duties as required to ensure that procurements are completed on schedule and in conformity with the agency's policies and the Procurement Policy Board (PPB) rules;
- Performs related assignments and special projects as required.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and 6 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;
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 six months of experience as described in "1" above.

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#### **PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Knowledge of NYC Procurement Rules 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.

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> January 3, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/044
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**The NYC Comptroller's Office is an Equal Opportunity Employer**