

Job Description

◀ Previous Job Next Job ▶



DISTRICT ATTORNEY KINGS COUNTY Job Posting Notice

Job Details

Job ID:	396956	# of Positions:	1
Business Title:	Procurement Analyst		
Civil Service Title:	COMMUNITY ASSOCIATE	Title Code No:	56057 Level: 00
Title Classification:	Non-Competitive		
Job Category:	Finance, Accounting, & Procurement		
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 45,000.00 - \$ 57,000.00 (Annual)
Work Location:	350 Jay St, Brooklyn Ny		
Division/Work Unit:	Fiscal and Budget Planning		

Job Description

The Kings County District Attorney's Office located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work as a Procurement Analyst in the Procurement Department.

The Procurement Department of KCDA manages the primary procurement functions of the agency with responsibility for purchasing, planning and monitoring the agency's \$15.8 million OTPS budget, which supports the activities of over 1,000 employees.

KCDA is seeking to fill a vacant Procurement Analyst position in the department. The Analyst will be responsible for all facets of the procurement process for the agency's grants, technology, fleet, and capital projects. This work will include contract development, bidding, negotiation and the administration of contracts. The Analyst should be an expert in the area of contracts and will serve as a resource for the management team for contract analysis and operations planning. The incumbent will be tasked with updating and implementing the agency's overall procurement policy and procedures, incorporating federal and state regulations as required.

The Procurement Analyst will work under the supervision of the Director of Procurement with considerable latitude for independent judgment, action, and decision making. The responsibilities of the Procurement Analyst include, but are not limited to:

- Responsible for purchase of supplies and goods for agency-wide usage.
- Researching vendors and products.
- Responding to requests from staff for purchases.
- Prepare complex purchasing requisitions and submit for approval.
- Responsible for an ongoing use of the FMS system in order to track levels of spending and availability of funds.
- Work with vendors to ensure items requested are available and provided upon delivery.
- Provides technical assistance to agency staff by answering questions explaining procedures and legal requirements related to complex purchasing activities, to insure compliance with agency procedures and facilitate the most expeditious delivery of materials.
- Work with agency staff to process travel requests.
- Work with agency travel agency to schedule travel arrangements such as air, train and bus travel. Arrange hotel, car rentals and conferences.
- Reconcile use of credit card for travel by providing back up documentation and detailed approvals for all transactions monthly.
- Manage multiple program and assignments with recognition of deadlines, shifting priorities, and a need for accuracy.
- Maintain composure in stressful situations or when trying to meet tight deadlines. Produce clear, precise, and accurate spreadsheets, reports, and briefings.
- Maintain a professional appearance. Demonstrate flexibility in receiving and performing assignments as deemed necessary by supervisory staff.
- Perform responsibilities with appropriate independence and supervision.

Minimum Qual Requirements

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

- Bachelor's Degree in Accounting or Finance or related field.
- Experience in the procurement of goods and services (professional and standardized preferred.)
- Knowledge of New York City Procurement Policy Board (PPB) Rules and local laws, as well as knowledge of New York State and Federal regulations.
- Awareness of the City's Minority/Women-owned Business Enterprise (M/WBE) Program.
- Ability to write business letters and correspondence.
- Advanced Microsoft Excel and Word skills.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.
- Excellent communication skills and writing skills.
- Strong attention to detail is essential.

To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 06/05/2019

POST UNTIL: 06/15/2019

[Apply Now](#)

[Email to Friend](#)