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:

- Process all procurement and contract actions submitted by the program units, which includes solicitation, processing documents for payment, maintain the Procurement Log, and ensure that Citywide procurement policies in the FPB Rules are followed.
- Ability to adapt to a fast-paced work environment and changing needs and priorities.
- Responsible for the 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 ensure 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 backup documentation and detailed approvals for all transactions monthly.
- Manage multiple programs 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 Qualification Requirements

1. High school graduation or equivalent and three years 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.

- Bachelor’s Degree from an accredited college.
- Have two (2) years of satisfactory full-time professional experience in the areas listed.

Additional Information

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

Preferred Skills

- Experience in the procurement of goods and services (professional and standardized preferred.)
- Knowledge of New York City Procurement Policy Board (PPB) Rules, local laws, New York State and Federal regulations, and the City Charter as it relates to the oversight approval process.
- Awareness of the City’s Minority/Women-owned Business Enterprise (MWBE) 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 writing, interpersonal, and customer service skills.
- Strong attention to detail is essential.

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.

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted. For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type “DA - Brooklyn” on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Posting Date: 7/8/2022 Post Until: 8/7/2022