

**City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice**

Civil Service Title: Procurement Analyst	Level: 03
Title Code No: 12158	Salary: \$80,000 - \$90,000 (Annual)
Title Classification: Competitive	
Business Title: Procurement Analyst	Work Location: 350 Jay Street, Brooklyn NY
Division/Work Unit: Procurement Unit	Number of Positions: 1
Job ID: 559919	Hours/Shift:

Job Description

**** Only candidates who are permanent in the Procurement Analyst title or those who are reachable on the Open-Competitive list (Exam #0196) or (Exam #1194) may apply. Please include your Notice of Result card or indicate if you are already permanent in the title. If you do not meet the mentioned civil service criteria, you will not be considered for an interview. ****

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Procurement Analyst in the Procurement Unit.

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. 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, maintaining the Procurement Log, and ensuring that Citywide procurement policies in the PPB 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 them for approval.
- Responsible for ongoing use of the FMS system 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 an 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.

**** As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. ****

Minimum Qualification Requirements

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

SPECIAL NOTES:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level I or one additional year of the experience described in "1" above.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

Additional Information

Candidates must meet the additional requirements:

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

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 (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 writing, interpersonal, and customer service skills.
- Strong attention to detail is essential.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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

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.

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: 11/30/2022

Post Until: 12/22/2022

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer