



## DISTRICT ATTORNEY KINGS COUNTY

### Job Posting Notice

<b>Job ID</b>	718102	<b># of Positions</b>	1
<b>Business Title</b>	Procurement Analyst Level 2		
<b>Civil Service Title</b>	COMMUNITY COORDINATOR		
<b>Title Code No</b>	56058	<b>Level</b>	00
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 80,000.00 - \$ 82,730.00 (Annual)		
<b>Work Location</b>	350 Jay St, Brooklyn Ny		
<b>Division/Work Unit</b>	Procurement Unit		

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### Job Description

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 of planning and purchasing for the agency's \$13.2 million contract budget which supports the activities of over 1,200 budgeted 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 ideal candidate will be a contracts expert who 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 Level 2 will work under the supervision of the Deputy 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:

- Processing of all purchase orders, Requisitions, Storehouse orders and credit card purchases
- Conduct market research for goods and services
- Processing purchase orders using various City systems (PASSPORT, FMS, OCP,)
- Recommend contract renewals, additional funding, or defunding of existing service contracts as needed
- Responsible for processing contracts to registration as well as contract modifications/amendments in a timely manner which would include the responsibility determination process.
- Maintain and update procurement status reports and databases
- Processing orders utilizing the Competitive Bid, Sole Source, Preferred Source and Non-Competitive Small Procurement processes
- Communicate with vendors to request necessary documentation and ensure timely, complete submissions
- Review vendor documents for completeness and compliance with procurement requirements
- Ensure full compliance with agency, city, state, and federal procurement regulations, including Procurement Policy Board Rules
- Compile required reports for unit leadership and supervision
- Perform other special projects and assignments as required

Preferred Skills:

- Experience in the procurement of goods and services (professional and standardized preferred.)
- Advanced 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.
- Knowledge 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.

**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.

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Additional Information**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

**Public Svc Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

**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** 09/05/2025**POST UNTIL** 09/18/2025[Return to Previous Page](#)[Switch to Internal View](#)

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