



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Administrative Procurement Analyst, M-3

Salary: \$90,000-\$105,000 (Annual)

Title Code: 82976

Division: Information Technology

Unit: Procurement

Job Description:

NYCERS Information Technology (IT) Division provides support services to end-users, and collaborates with business operations to leverage the use of technology in developing new innovative services, streamline business processes, and ensure the availability of just-in-time information. IT is also responsible for the recovery and continuity of all critical systems and software applications, as well as the security and protection against threats to NYCERS' computer network and data. NYCERS IT Procurement unit brings it all together by managing all IT purchase of the software/hardware and licenses, focusing on Procurement, Budgets, and Contracts. IT Procurement has created a new position, Supervisor of Procurement Specialists, to manage the day -to-day tasks and responsibilities of the unit. This role reports to and provides back-up oversight to the Associate Director of IT Procurement and responsibilities include but are not limited to:

- Monitor Continual Process Improvement
- Monitor the day to day work of the unit
- Oversee the IT Invoice Management Process
- Supervise staff in IT Procurement
- Manage Consultant Invoicing process, specifically looking at ways to make the process more efficient
- Create and oversee the procurement tracking processes

Preferred Skills and Experience:

- Knowledge of NYC PPB Rules Procurement process including, MWBE OGS, and GSA
- Knowledge of City Contract Process
- Proficient in Microsoft Excel & Word. Strong Team building skills and excellent communicator.
- Strong knowledge of the City's Budgeting process

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

NYCERS is an Equal Opportunity Employer

Internal candidates must have been rated a satisfactory or better on their last annual evaluation.

Must be permanent Administrative Procurement Analyst

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-22-0053 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 510924

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 510924

DATED: 12/21/2021

POST UNTIL: UNTILL FILLED

NYCERS POSTING NUMBER:
009-22-0053



Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen months of which must have been in an administrative, managerial or executive capacity or supervising professional personnel performing duties in one or more of the above fields; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Note:

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.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.