

This is an IFA funded position.

Civil Service Title: Principal Administrative Associate
Title Code No: 10124
Office Title: Contracts Coordinator

Level: I
Salary: \$45,978 - \$55,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under supervision, with some latitude for independent initiative and judgment, assist the Agency Chief Contracting Officer for Capital Projects with the preparation, issuance, evaluation, registration, approvals, coordination, reporting and tracking of all procurement activities for the agency's \$500+ million capital program.
- Conduct background reviews of prospective consultants and subs, using various databases that include financial data, such as VENDEX. Prepare Subcontractor Approval documents.
- Prepare questionnaires and updates, issue and track requirements for compliance with LL129. Issue Requests for Proposals, conduct and attend review panels. Prepare documents for registration with Comptroller's office.
- Work through VENDEX on annual vendor performance evaluations as required.
- Research and prepare complex tabulation sheets, work orders, change orders, award letters and other correspondence.
- Create and maintain accurate and pertinent computer records.
- Prepare written reports and contract summaries, by collecting, analyzing and summarizing information and trends.
- Coordinate procurement with budget staff, track procurements, prepare status and other tracking and management reports.
- Assist the Agency Chief Contracting Officer with other tasks and projects as requested.
- Coordinate cross-departmental and/or cross-agency teams to ensure project objectives are achieved and timelines met.

QUALIFICATION REQUIREMENTS

*** This vacancy is only open to current permanent employees serving in the Principal Administrative Associate civil service title or on leave from the title.**

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor's degree plus two years satisfactory experience in procurement, construction or construction-related services, or professional, technical or administrative experience in contract management.
2. Excellent interpersonal, customer service and presentation skills.
3. Ability to multi-task in a fast paced environment and prioritize among competing needs.
4. Excellent computer and organizational skills, proficiency in Microsoft Word, Excel and Access.
5. Experience with the City's Financial Management System (FMS), Automated Procurement Tracking (APT), Procurement Policy Board Rules, VENDEX and/or the procurement process in government.

To apply, please submit cover letter & resume with JVN # to:

David Terhune, Director of Personnel
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Fax: (917) 849-6490
Attention: JVN# 846-12-95374
Notice to Parks employees – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 01/27/12	POST UNTIL: 02/17/12*	JVN: 846/12/95374
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NOTE: All resumes must be received no later than the last day of the posting period.
*Posting period extended to 02/17/12. Previous applicants to this vacancy do not need to reapply.