

**This is an IFA funded position.**

Civil Service Title: Procurement Analyst  
Title Code No: 12158  
Office Title: Senior Project Manager for Management Services

Level: II  
Salary: \$55,000 - \$65,000  
Work Location: Olmsted Ctr., Queens  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under general supervision of the ACCO/Chief of Management Services for Capital Projects, with some latitude for independent initiative, assist in various procurement related activities, including management of the agency’s Capital sole source agreements, and implementing City-wide initiatives such as Project Labor Agreements, Pre-qualified Lists and other operational changes.
- Assist in the management of progression of the Capital Division’s procurements within its Fiscal Year commitment plan.
- Leverage general problem-solving skills to identify key issues/questions at the beginning of a project and develop an appropriate work plan, including project scope, timelines, specific analyses to be completed and individual responsibilities.
- Coordinate work of cross-departmental or cross-agency teams to ensure project objectives are achieved and timelines are met.
- Conduct or supervise research, data gathering and analysis.
- Create and deliver PowerPoint presentations that effectively communicate key project findings and recommendations to various audiences, including senior management, Mayor’s Office, partner agencies and external stakeholders.
- Contribute to staff and team development.
- Assist the Chief of Management Services with related tasks, high profile projects and special assignments.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and 6 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 equivalent and six months of experience as described in “1” above.

**Note:** To be eligible in 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.

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. 2-5 years of management consulting or similar strategic planning experience.
2. Project management experience; ability to identify problems and manage against tight timelines, prioritize among competing needs and opportunities and manage multiple projects at the same time.
3. Proactive and collaborative work style.
4. Strong writing and presentation skills.
5. Ability to look at the big picture and search for insightful and creative solutions.
6. Strong quantitative and problem-solving skills. Comfort and skill working with data sets.
7. Excellent computer skills, proficiency in Microsoft Word, Excel, and Access.
8. Knowledge of City, State and Federal procurement rules and regulations and the City’s Financial Management System.

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

David Terhune, Director of Personnel  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-12-97143  
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: 846/12/97143
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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.