



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 535714

Office Title: Procurement Analyst

Civil Service Title: Procurement Analyst **Title Code No:** 12158 **Level:** III

Salary: \$60,010 - \$69,012

Number of Positions: TBD **Work Location:** Randall's Island

ONLY PERMANENT EMPLOYEES IN THE TITLE AND THOSE THAT ARE REACHABLE ON THE CIVIL SERVICE LIST ARE ELIGIBLE TO APPLY. *

As the steward of more than 30,000 acres of parkland, NYC Parks is a recognized leader and innovator of public spaces. The Citywide Services (CWS) division at Parks is responsible for a myriad of vital services for not only the agency, but for the city. CWS is comprised of six main units: Sustainable Facilities and Emerging Technologies, Capital, Technical Services/Shops, the Agency's Storehouse, Stationary Engineers, and the Building Optimization Team. The selected candidate for the Procurement Analyst III position will be responsible in assisting the division seek efficiencies and evaluate every dollar spent for its alignment with Parks' strategic plan.

Major Responsibilities

- Under supervision, with latitude for independent initiative and decision making, assist the Technical Services division in purchasing goods and services, and in processing procurement documents and contracts. Confer with, advise and assist operational, technical and professional staff in the procurement process, and manage contracts for services as assigned.
- Process vendor payments, which includes reviewing invoices and receiving reports, entering and approving vouchers in the Financial Management System (FMS) and ensuring all invoices are processed and paid within thirty days of invoice receipt.
- Enter and maintain contract information in the Automated Procurement Tracking (APT) system. Generate and review reports to ensure that all contract encumbrances and expenditures are accurate.
- Liaise with oversight agencies on all aspects of the contract award, registration and administration procedures.
- Maintain centralized databases.
- Respond to all requests for division information, including budget and compliance.
- Prepare and maintain the Division's budget.
- Obtain quotes and purchase materials needed for Division.
- Perform difficult and responsible supervisory and administrative work for the Division.

Qualification Requirements

*** This vacancy is only open to 1) current permanent city employees serving in the Procurement Analyst civil service title or 2) on leave from the title or 3) employees who are reachable on the Procurement Analyst civil service list, Exam No. 7019 or Exam No. 0196.**

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 within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Knowledge of government procurement rules and regulations.
2. Ability to pay attention to details, track budgets and expenditures and anticipate potential issues.
3. Excellent interpersonal, communication, organizational, and presentation skills.
4. Proficiency in Microsoft Excel, PowerPoint, and Access.
5. Valid New York State driver license.

nyc.gov/parks

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

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

TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115



NYC Parks

Vaccination Requirement: 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.

How to Apply

Parks Employees:

1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in ESS, go to Recruiting then Careers and search for **Job ID# 535714**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 535714**.

Include your ERN and **Job ID# 535714** on your cover letter and resume.

All other applicants:

Click here to apply: [Procurement Analyst](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 535714**.

POST DATE: 06/17/2022

POST UNTIL: 07/05/2022

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

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