



NYC Job Posting ID #536002

*POSITION AVAILABLE*

**Deputy Director of Procurement  
Administration**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**THE BUREAU**

The Procurement Division is responsible for the timely and efficient acquisition of all goods and services required by the agency in compliance with The New York City Comptroller's Directives.

**THE ROLE**

The Deputy Procurement Director will assist the Director of Procurement/ACCO with the following but not limited to:

- Overseeing the day-to day operations of the procurement unit involving the acquisition of goods, services, and construction for the Office of the Richmond County District Attorney.
- Research costs for equipment and supplies.
- Contract vendors directly.
- Make all travel arrangements for witnesses, extraditions, as well as seminars for both legal and non-legal staff.
- Review work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines.
- Ensure timely payment of invoices.
- Enforce and monitor the agency's compliance with the Rules of the Procurement Policy Board, Mayoral policies and procedures and procurement-related laws.
- Coordinate with Mayor's Office staff for purchases associated with the Family Justice Center.
- Other duties as assigned.

**MINIMUM REQUIREMENTS**

1. A baccalaureate degree from an accredited college and two years of experience in purchasing, procurement, contract administration or related field, at least twelve 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 which is equivalent to "1" above. However, all candidates must have at least one year of experience in administrative, managerial, executive experience described in "1" above.

## **PREFERRED SKILLS**

- Knowledge of the NYC Financial Management System (FMS);
- Knowledge of NYC Procurement Policy Board Rules;
- Strong analytical and organizational skills;
- Excellent written and oral communication skills.

CIVIL SERVICE TITLE: **COMMUNITY COORDINATOR**

SALARY RANGE: **\$70,000 - \$83,981**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **Until filled**

## **TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **536002**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

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.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

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.