



NYC Job Posting ID #625454

POSITION AVAILABLE

**Procurement Analyst
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

Reporting directly to the Chief Fiscal Officer, the Procurement Analyst will assist with duties including, but not limited to:

- Prepare, review, and evaluate solicitation and procurement documents to ensure conformity to agency requirements and citywide standards.
- Utilize FMS, PASSPort, and other procurement filing methods in the performance of duties.
- Inform and assist vendors in registering into the Payee Information Portal (PIP) for vendor payments and commodity codes.
- Evaluate solicitation documents and work with the program end users to develop solicitation requirements.
- Make all travel arrangements for witnesses and extraditions, as well as seminars for both legal and non-legal staff.
- Utilize software applications, in addition to the agency's electronic databases to monitor procurement processing.
- 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 or university, and two (2) years of full- time, satisfactory administrative experience in Business or Public Administration, or a related field; or
2. High school graduation or its educational equivalent approved by a State's department of education and six (6) years of experience; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

PREFERRED SKILLS

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

CIVIL SERVICE TITLE: **Community Coordinator**

SALARY RANGE: **\$60,000 - \$75,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **Until filled**

LOAN FORGIVENESS:

The federal government provides student loans forgiveness through its Public Service Loan Forgiveness Program (PLF) to all qualifying public service employees. Working with the Staten Island District Attorney’s Office qualifies you as a public service employee, which forgives the remaining balance on your direct loans after you’ve reached a certain number of qualifying payments (most people use this to forgive school loans)! Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements.

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: 625454
- 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.

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.