



DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Table with 4 columns: Job ID (690860), # of Positions (2), Business Title (Procurement Analyst), Civil Service Title (PROCUREMENT ANALYST), Title Code No (12158), Level (02), Title Classification (Competitive), Proposed Salary Range (\$ 55,699.00 - \$ 90,008.00 (Annual)), Work Location (350 Jay St, Brooklyn Ny), Division/Work Unit (Procurement Unit)

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Job Description

** Only candidates who are reachable on the Open-Competitive list (Exam #0196) may apply. Please include your Notice of Result card. You will not be considered for an interview if you do not meet the mentioned civil service criteria. **

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Procurement Analyst in the Procurement Unit.

The Procurement Department of KCDA manages the primary procurement functions of the agency with responsibility for purchasing, planning, and monitoring the agency's \$15.8 million OTPS budget, which supports the activities of over 1,000 employees. The Analyst will be responsible for all facets of the procurement process for the agency's grants, technology, fleet, and capital projects. This work will include contract development, bidding, negotiation, and the administration of contracts. The Analyst should be an expert in the area of contracts and will serve as a resource for the management team for contract analysis and operations planning. The incumbent will be tasked with updating and implementing the agency's overall procurement policy and procedures, incorporating federal and state regulations as required.

The Procurement Analyst will work under the supervision of the Director of Procurement with considerable latitude for independent judgment, action, and decision-making. The responsibilities of the Procurement Analyst include, but are not limited to:

- Purchasing supplies and goods for agency-wide usage.
- Processing, preparing, and conducting solicitations using various procurement methods and requirements contracts for a variety of goods and services.
- Serving as a liaison with vendors.
- Reviewing vendor invoices and preparing payment packages.
- Assist with planning, developing, and managing procurements and renewals, including tracking procurements and agreements once in place, and assuring that inventory is accurately recorded.
- Develop and review contract addendum; develop contract responsiveness and responsibility determinations.
- Move all procurements through the administrative and oversight processes in a professional manner and in a way that meets the agency's business needs.
- Monitor vendor and procurement compliance with all applicable laws, particularly procurement-related local laws (e.g. Chapter 13 of the City Charter Procurement Policy Rules, Executive Orders, and audit requirements).
- Prepare written justification and all documentation required for procurement processing and post-award

actions; draft and develop contract documents, perform analyses, and monitor vendor qualifications on responsiveness and responsibility.

- Advise management of critical issues in a timely manner and provide suggested solutions related to procurement and contract management.
- Perform special projects and related duties as requested.

Preferred Skills:

- Experience in the procurement of goods and services (professional and standardized preferred.)
- Knowledge of New York City Procurement Policy Board (PPB) Rules, local laws, New York State and Federal regulations, and the City Charter as it relates to the oversight approval process.
- Awareness of the City's Minority/Women-owned Business Enterprise (M/WBE) Program.
- Ability to write business letters and correspondence.
- Advanced Microsoft Excel and Word skills.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment is a plus.
- Excellent writing, interpersonal, and customer service skills.
- Strong attention to detail is essential.

Additional Information:

Candidates must meet the additional requirements:

- Bachelor's Degree from an accredited college.
- Have two (2) years of satisfactory full-time professional experience in the areas listed.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and six 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 educational equivalent and 6 months of the experience described in "1" above.

SPECIAL NOTES:

To be eligible for 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.

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, either one year served at Assignment Level II or two additional years of the experience described in "1" above, at least one year of which must have been supervisory, or spent performing professional procurement duties equivalent to those performed at Assignment Level III.

To Apply

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA – Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in

Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 11/29/2024

POST UNTIL 12/19/2024

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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.