



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	709116	# of Positions	1
Business Title	Deputy Director of Procurement		
Civil Service Title	ADM PROC ANAL-NM FRM M1-3		
Title Code No	8297A	Level	00
Title Classification	Competitive		
Proposed Salary Range	\$139,726.00 - \$139,726.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Procurement Unit		

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Job Description

****Only candidates who are permanent in the title of Administrative Procurement Analyst or reachable on the Open-Competitive list 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 Deputy Director for Procurement.

Fiscal and Budget Planning Bureau

The Fiscal and Budget Planning Bureau is responsible for managing all financial and procurement operations for the agency including the strategic planning, oversight, and monitoring of the agency's \$165 million operating budget (FY25) inclusive of State and Federal resources. The Bureau consists primarily of four collaborative units including Budget and Planning, Procurement, Fiscal, and Grants & Revenue. The Procurement Unit is responsible for sourcing, soliciting, acquiring, and managing goods and services contracts for the agency.

KCDA seeks to hire a seasoned contracts/procurement professional to serve as a Deputy Director of Procurement. The Deputy Director's duties require extensive and rigorous work with all KCDA Bureaus and Units to assist all aspects of the procurement process and contracting-related efforts within the Agency. Reporting to the Agency Chief Contracting Officer (ACCO), with broad latitude for independent judgment, action, and decision-making, the Deputy Director will co-direct and manage the Agency's procurement functions in accordance with the New York City Charter, Procurement Policy Board Rules (PPB) and pertinent laws.

Duties and responsibilities of the position include, but are not limited to the following:

- Assist the ACCO with oversight, coordination, planning of procurement and contracting activities, and manage agency procurement activities involving the acquisition of goods, services, and construction to maximize value.
- Assure that the planning and implementation of agency procurement activities comply with Chapter 13 of the City Charter and with the Rules of the Procurement Policy Board.

- Develop procurement and contracting policies and procedures for the agency within allowable guidelines; propose modifications of rules and guidelines as appropriate.
- Direct the procurement and contract award and administration process; prepare and issue specifications; solicit competitive and non-competitive bids and proposals; evaluate bids and proposals; award contracts; negotiate terms and prices with contractors; approve contracts, contract changes and modifications; process small purchases; formulate required documentation; contract registration; and monitor the performance of contractors.
- Consult with senior agency staff to determine special case procurement methods, emergency contracts, and intergovernmental purchases.
- Review and approve contracts, amendments, & solicitation forms within the Agency, such as pre-solicitation review reports, responsibility determinations, recommendations for award, vendor evaluations and other contract-related documents to ensure compliance.
- Review work of subordinates for effectiveness, efficiency and compliance.
- Advise the ACCO and internal/external stakeholders on complex procurement matters and vendor integrity issues regarding the Agency's contracting portfolio.
- Assist the development & implementation of standard operating procedures & best practices to standardize and streamline Agency procurement.
- Identify training needs and work with the New York City Procurement Training Institute to develop training programs procurement staff.
- In the temporary absence of the ACCO, may perform the duties of that position.
- Liaise with oversight agencies and other City procurement professionals.
- Performs other miscellaneous duties for the Bureau as needed.

Preferred Skills

- Knowledge of Chapter 13 of the City Charter, the rules of the Procurement Policy Board, (Financial Management System (FMS)). - Knowledge of the City's PASSPort System. - Related NYC experience in agency contract administration. - Excellent oral and written communication skills. - Analytical, evaluative, and objective critical thinking skills. - Ability to perform complex tasks and manage multiple projects independently.
- Master's degree from an accredited college in economics, finance, accounting, business or public administration, management science, operations research, statistics, or a closely related field plus two years of satisfactory, full-time professional experience in a related field.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in purchasing, procurement, contract administration or a related field, at least eighteen 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 equivalent to "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

Possession of an acceptable professional procurement certification may be substituted for up to one year of the experience described in "1" above. However, all candidates must have the eighteen months of administrative, managerial, executive or supervisory experience described in "1" above.

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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at <https://studentaid.gov/pslf/>.

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 03/31/2025

**POST
UNTIL** 04/20/2025

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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.