

Civil Service Title: Community Coordinator
Title Code No: 56058
Office Title: Contracts Analyst

Level: NA
Salary: \$50,362 - \$78,177
Work Location: Olmsted Center, Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, assist the Agency Chief Contracting Officer (ACCO) and unit directors with the preparation, issuance, evaluation, registration, approval and coordination of procurement activities for the agency’s Capital program.
- Conduct background reviews, including financial data, of prospective vendors and subcontractors using various databases.
- Research and prepare complex spreadsheet analyses, written reports and other correspondence in coordination with the agency’s attorneys, as required by the ACCO for determinations regarding apprenticeship, prevailing wage and labor law compliance issues.
- Provide guidance, leadership, vision and innovative problem solving skills to the division; make recommendations for corrective action as needed and assist with implementation of agency and citywide procurement initiatives.
- Work closely with high-level staff to develop, manage and evaluate high-priority initiatives.
- Serve as a liaison with the Mayor’s Office of Contract Services, the NYC Comptroller’s Office and other oversight agencies.
- Assist the ACCO with other tasks and projects as requested.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; 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.

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 for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor’s degree plus two years of satisfactory experience in procurement, construction or construction-related services, or professional, technical or administrative experience in contract management.
2. Excellent writing, interpersonal, customer service, presentation and organizational skills.
3. Ability to multitask in a fast-paced environment, prioritize among competing needs and respond quickly to requests for information.
4. Proficiency in Microsoft Word, Excel and Access.
5. Experience with the city’s Financial Management System (FMS), Automated Procurement Tracking (APT), Procurement Policy Board Rules, VENDEX and/or the procurement process in government.
6. Experience supervising the work of clerical/analytical staff, a plus.
7. Legal background, training or experience, a plus.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 291257**

Include your ERN on all correspondence

For all other applicants:

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

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 291257**

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POST DATE: 06/09/17	POST UNTIL: 06/30/17	Job ID#: 291257
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NOTE: All resumes must be received no later than the last day of the posting period.
References will be required upon request.