

City of New York
FINANCIAL INFORMATION SERVICES AGENCY
Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: 00
Title Code No: 12627	Salary: \$59,536-\$88,649
Office Title: Associate Staff Analyst	Work location: 450 West 33 St, New York NY
Division/Work Unit: Procurement	Number of Positions: 1
Hours/Shift: Monday - Friday 9am to 5pm	

Job Description

The Financial Information Services Agency (FISA) seeks to hire an Associate Staff Analyst to work within the Procurement Services unit of the Legal and Business Services Group. The Analyst will be required to work with IT professionals, oversights and vendors to conduct complex studies using quantitative analysis, cost analysis and other research techniques. Under direction, with latitude for independent judgment and decision making, the responsibilities of this position will include, but not be limited to the following activities:

- Execute both routine and highly complex professional work involved in the analysis of FISA's procurement activities, including budget work.
- Perform a broad range of various procurement activities related to the planning, development and management of contracts and contract renewals.
- Provide guidance to, consult with and advise internal agency clients on procurement methods, strategies and contract administration issues associated with the procurement of new needs.
- Work with the Technical Staff in the preparation of specifications for highly complex and specialized IT procurements.
- Coordinate the development and modification of contract documents and requirements with FISA's legal department.
- Prepare and evaluate complex solicitations and bids, coordinate selection activities and approve recommendation for contract awards, modifications, special purchases, etc.
- Monitor vendor and procurement compliance with procurement-related Local Laws, Chapter 13 of the City Charter, Procurement Policy Rules and Audit requirements.
- Prepare written justification and other documentation for procurement and post-award actions; draft and develop contract documents, perform analyses and monitor vendor qualifications on responsiveness and responsibility.
- Confer with and advise management of critical issues and provide suggested solutions related to procurement and contract management.
- Initiate vendor performance evaluations in a timely manner to meet audit requirements.
- Perform other duties as may be requested.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; **or** 2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

New York City residency required within 90 days of appointment.

Essential Skills

Strong analytical skills with a demonstrated commitment to detail and organization; Able to handle multiple complex (primarily procurement) activities concurrently and on an on-going basis; Able to manage a large workload within tight time constraints; Able to establish and maintain working relationships with a diverse population of staff, including IT professionals; Able to make sound decisions using excellent judgment. Able to work independently in a fast-paced environment; Possess a strong work ethic; coupled with integrity, flexibility and professional/ethical behavior essential; Able to address problems and obtain solutions in dealing with both internal and external issues; Proven written and verbal communication skills. Familiarity with Hardware/Software configuration specification preferred; Thorough knowledge of procurement practices, principles, terms and conditions and contract law is desirable.

To Apply:

Please e-mail resume to: jvn-11546@fisa.nyc.gov

Be sure the JVN# you are interested in is clearly indicated in the upper right hand corner of your resume.

PLEASE NOTE: Applications that do not reference a JVN # will be considered incomplete.

While all complete applications will be given consideration, only candidates selected for an interview will be contacted by FISA.

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Post Date: 07/09/2010

Post Until: 11/30/2010

JVN: 127-2011-011546