



Job Title	Procurement Analyst
PVN ID	VC-2301-005330
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Office of Capital Budget and Finance
Status	Full Time
Annual Salary	\$55,000.00 - \$63,000.00
Hour(s) a Week	35
Closing Date	May 18, 2023 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 270,000 degree-credit students at 25 institutions in New York City.

The Capital Procurement Services Unit of CUNY's Office of Facilities Planning, Construction and Management (FPCM) is responsible for the procurement, management, and administration of contracts and task orders for architectural, engineering, construction, and related services for all of CUNY's facilities across the five boroughs.

Other Duties

- Develop, review and implement new solicitations, including Request for Qualifications and Request for Proposals
- Register City Capital Fund-supported contracts with the New York City Comptroller
- Utilize the New York City Financial Management System to enter contractual transactions such as amendments and Task Orders
- Interact routinely with colleagues from FPCM's Department of Design, Construction and Management to facilitate appropriate oversight approvals
- Provide technical assistance to agency staff and contractors regarding New York State and New York City laws, rules, regulations and policies on contract administration
- Review budget modifications and contractual amendments to determine contractual impact
- Work on special projects, and other related duties as assigned

Qualifications

- A bachelor's degree from an accredited college is required
- Knowledge of New York State Procurement Laws and Guidelines
- Experience working in the New York City Financial Management System (FMS) performing contracting, procurement and sourcing functions
- Excellent writing, interpersonal, customer service and presentation skills
- Ability to write business letters and correspondence
- Advanced Microsoft Excel and Word skills
- Ability to adapt to a fast-paced work environment and changing needs and priorities
- Must be detailed oriented and well organized; ability to multi-task, meet deadlines and work independently
- Strong ability to handle multiple procurement requests concurrently and on an on-going basis
- Proven ability to manage a large workload within extremely tight time constraints