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| Job Title | Procurement Analyst/Contract Manager |
| PVN ID | VC-2406-006317 |
| Category | Administrative Services |
| Location | OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT |
| Department | |
| Status | Full Time |
| Annual Salary | \$55,000.00 - \$63,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Oct 01, 2024 (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, and Construction 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

Reporting to the Director of Procurement Services, the Procurement Analyst will:

- Accurately and efficiently manage procurements from the time of assignment until the registration stage
- Ensure timely registration of contracts of capital projects with the NYC Comptroller, including ensuring technical specifications comply with citywide regulations
- Perform submissions to New York City and State financial systems, as well as oversight agencies (Office of the Attorney General and Office of the State Comptroller)
- Process contract amendments, renewals, and extensions in the New York City Financial Management System (FMS)
- Maintain files on all contracts and correspondence
- Execute all approved contract modifications within various procurement systems as per the request
- Identify and escalate red flag issues that negatively impact the timely registration of contracts
- Provide technical assistance to contractors to facilitate appropriate oversight approvals and clearances
- Proactively provide specialized contract support to internal and external customers
- Perform reviews of Minority and Women-Owned Business Enterprise (MWBE) and Service Disabled Veteran Owned Business (SDVOB) plan submissions

- Perform other duties as assigned

Qualifications

MINIMUM QUALIFICATIONS

- Baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas of business management, public administration, or related fields
- 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 detail-oriented and well-organized; be able to multi-task, meet deadlines, and work independently
- Strong ability to handle multiple procurement requests concurrently and on an ongoing basis
- Proven ability to manage a large workload within tight time constraints

PREFERRED QUALIFICATIONS

- Knowledge of the NY State Procurement Laws and Guidelines, including Minority and Women-Owned Business (MWBE) and Service Disabled Veteran Owned Business (SDVOB) requirements;
- Experience working in the New York City Financial Management System (FMS) performing contracting, procurement, and sourcing functions
- Experience working in PeopleSoft a plus, for example, the New York Statewide Financial System (SFS) or CUNYFirst
- Experience registering with New York City and State financial systems, as well as oversight agencies (Office of the Attorney General and Office of the State Comptroller)

CORE COMPETENCIES

- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organizational skills and the ability to multi-task
- Ability to work under pressure and to meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator
- Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets
- Alert and observant and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations