



**OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE**

TITLE PROCUREMENT DIRECTOR-M-1 (1 POSITION)	SALARY \$53,051 - \$100,000
BUREAU ADMINISTRATION	LOCATION 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney (RCDA) is seeking one (1) full time Procurement Director. Under the supervision of the Chief of Administration, the assignments for the Director may include the following tasks:

- Direct and supervise the procurement unit involving the acquisition of goods, services, and construction for the Office of the Richmond County District Attorney. Research costs for equipment and supplies. Contact vendors directly.
- Serve as the Agency Chief Contracting Officer (ACCO).
- Make all travel arrangements for witnesses, extraditions, as well as seminars for both legal and non-legal staff.
- Review work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines. Ensure timely payment of invoices.
- Enforce and monitor the agency's compliance with the Rules of the Procurement Policy Board, Mayoral policies and procedures and procurement-related laws.
- Coordinate with Mayor's Office staff for purchases associated with the Family Justice Center.
- Other duties as assigned

PREFERRED SKILLS:

- Extensive working knowledge of the NYC Financial Management System (FMS);
- Extensive knowledge of NYC Procurement Policy Board Rules;
- Strong analytical and organizational skills;
- Excellent written and oral Communication skills

QUALIFICATION 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.

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **272791**

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **272791**

Only applicants scheduled for interviews will be contacted. Submission of application does not guarantee that you will receive an interview.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated November 21, 2016	Post Until Filled	Transmittal Number 905-17-032
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