

NEW YORK CITY COUNCIL JOB POSTING			
Position	Procurement Manager	Work Hours	9:00am to 5:00pm
Division	Administrative Services	Open Date	04/03/2019
Number of Positions	1	Close Date	Until Filled

The New York City Council is looking for a dedicated and experienced Procurement Manager to join our team of management professionals in its Administrative Service Division. The individual we seek must be an attorney licensed to practice in New York, possess a firm understanding of accounting and budgeting principles and practices. Experience with lease preparation, working knowledge of purchasing activities, reviewing purchase requisitions, checks description and specifications is a must.

DUTIES AND RESPONSIBILITIES

Assists with the oversight of procurement matters for the Council and with preparation, review and negotiation of Council Member office leases. Effectively advises Council Members on legal and other issues with regards to their district office matters (i.e., office and/or equipment leases). Ensures the accurate and timely processing of city purchases. Monitors the accurate preparation of purchase orders. Ensures compliance of city regulations with regard to all purchase documents. Evaluates bids and quotations to determine reasonable prices in relation to market conditions. Ensures that chosen bidders meet the guidelines of city purchasing procedures Monitors the maintenance of supply inventory. Assists with the supervision of professional staff and support staff; delegates project assignments to staff and reviews work, suggest strategies and provides assistance when necessary. Effectively utilizes appropriate investigative techniques and resources, including thorough review of documents, correspondence and records.

REQUIREMENTS

JD and licensed to practice law in NY; 5+ years of relevant experience in procurement and real estate matters; superior writing, communication, and research skills; organized and detail oriented; motivated, self-starter; ability to work independently, yet collaborate effectively with others; ability to adapt to constantly shifting priorities, and allocate resources appropriately.

New York City residency required within 90 days of appointment.

HOW TO APPLY

Qualified candidates should forward resume and a cover letter to:

MAIL: New York City Council
 Attn: Administrative Services/Recruiting Unit/PM
 250 Broadway, 16th Floor
 New York, NY 10007
 FAX: (212) 791-5266
 E-MAIL: counciljobs@council.nyc.gov

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER