JOB POSTING
CENTRAL – DIVISION OF CONTRACTS & PURCHASING
REGIONAL & SCHOOL BASED PROCUREMENT
Job Title: Procurement Analyst, LIII
Salary Range:
$43,679 (New Hire Minimum)
$50,231 - $53,747

The New York City Department of Education (NYCDOE), Office of the Chief Financial Officer (CFO) is seeking an analyst to assist in the day-to-day management of the citywide Core Curriculum Program. The NYCDOE is the nation's largest school system with an operating budget over $14 billion annually and an enrollment of 1.1 million students served in 1,400 schools throughout the City of New York. The Core Curriculum program is a cornerstone of the NYCDOE's on-going reform effort and is entering its fifth year of implementation. This multi-million dollar program encompasses multiple curriculum programs and materials for Grades K-9 and is currently deployed in over 1,100 schools. This program will be expanding over the next two years to include additional subject areas.

Duties and Responsibilities

- Reports directly to the project manager and assists in the day-to-day project management and logistics coordination of the NYCDOE Core Curriculum Program. Includes supporting the Project Manager in maintaining strategic relationships with vendors, projecting program costs, managing the project budget, creating program documentation, and coordinating communication with the school community.
- Supports the Project Manager in the use of strategic sourcing and supply chain management best practices to control costs, ensure high performance by vendor partners, secure product availability and maintain high user satisfaction by providing "white glove" support to participating schools.
- Communicates with the Office of the Deputy Chancellor for Teaching and Learning, including changes to curriculum components and implementation policies.
- Helps to support schools with ordering, delivery, and program-related issues.
- Assists with the planning and coordination of other centralized programs produced by the Office of the CFO and other offices throughout the NYCDOE.

Minimum Selection Criteria

- A four-year degree from an accredited college.
- 6-12 months of relevant work experience.
- Outstanding writing abilities, with an emphasis on comprehension and organization.
- Strong interpersonal skills with the ability to work closely with individual clients and cooperatively in a team environment.
- Strong analytical and research skills. Excellent time management skills and the ability to multi-task.
- Must have a working knowledge of Excel and Word.

APPLICATION: Please send cover letter & resume in MS WORD format by **E-mail only,** no later than **February 9, 2007** to:

DCPVacancies@schools.nyc.gov
(Please put "**CFO – CCPA POSITION**" in the E-mail Subject Line)

AN EQUAL OPPORTUNITY EMPLOYER
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