

**Job Opening**  
**April 30, 2014**

**JOB TITLE:** Procurement Manager **LOCATION:** NYC  
**DEPARTMENT:** Contract Administration & Subsidiary Finance

**BASIC FUNCTION:**

- Manage ESD's Procurement process for compliance with Public Authorities Law, NYS Finance Law, NYS Tax Laws and ESD Procurement Guidelines

**WORK PERFORMED:**

- Review and sign off on competitive solicitation advertisements (Procurement Opportunity Advertisement Approval Forms, NYS Contract Reporter Ads, RFP's, RFQ's, etc) to ensure compliance with Public Authorities Law, NYS Finance Law, NYS Tax Laws and ESD Procurement Guidelines
- Maintain procurement record for solicitations of goods/services over \$50,000.
- Manage and document Bid opening process.
- Review and sign off on Board of Directors Materials as they pertain to compliance with ESD Procurement Guidelines.
- Review and sign off on Commitment Request Packages to ensure compliance with ESD procurement guidelines for goods and services over \$50,000.
- Manage purchase request/purchase order process of goods and services up to 50,000.
- Assist Legal Department in updating ESDC Procurement Guidelines to include newly mandated compliance requirements.
- Maintain compliance with OSC & NYS Contract Reporter processing and reporting requirements.
- Provide procurement training workshops for ESD staff on a regular basis.
- Projects as assigned by Department Head.

**EDUCATION & REQUIREMENTS:**

*Education Level required*

Bachelors Degree in Business Administration, Accounting, Economics or Finance

*Equivalent Experience required*

3-5 + years in procurement field with supervisory capacity.

*Knowledge required*

Public sector procurement practices, policies, procedures and internal controls preferred.

**APPROXIMATE HIRING SALARY:** Up to \$60,000

**INQUIRE**

Maria Gately, Human Resources Manager, Human Resources Department

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**