



(2) JOB OPENINGS
August 7, 2014

JOB TITLE: Director, Procurement

Location: New York City

DEPARTMENT: Contract Administration & Subsidiary Finance

BASIC FUNCTION: Co-manage ESD and Subsidiaries procurement process. Ensure 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, RFP's, RFQ's, NYS Contract Reporter Ads, Contract Reporter Exemptions and Notices to Proceed, 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.
- Prepare quarterly and annual procurement reports.
- Assist with the development, implementation and monitoring of internal controls.
- Assist Legal Department in updating ESD Procurement Guidelines to include newly mandated compliance requirements.
- Ascertain compliance with OSC & NYS Contract Reporter processing and reporting requirements.
- Provide procurement training workshops on a regular basis.
- Projects as assigned by Department Head.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree in Business Administration, Accounting, Economics or Finance
Equivalent Experience required: 5 + years in procurement field with supervisory experience helpful.
Knowledge required: Knowledge of public sector procurement practices, policies, procedures, and internal controls. Excellent written and oral communication skills a must.

APPROXIMATE HIRING SALARY: Up to \$75,000

INQUIRE:

Maria Gately, Human Resources Manager

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

AN EQUAL OPPORTUNITY EMPLOYER