

Position Title: Senior Procurement Administrator
Department: Professional Services
Location: Albany, NY
Hiring Rate: \$89,876
Bargaining Unit: CSEA
Posting Date: December 7, 2021

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

To apply to this job opportunity:

[Click Here](#)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Position Description

Position Title:	Senior Procurement Administrator
Grade/Classification:	6 (D1) – Senior Professional
Bargaining Unit:	CSEA
FLSA Status:	Exempt

Last Revised: November 4,2021

Primary Purpose

The Senior Procurement Administrator manages complex procurements administered by DASNY in accordance with the appropriate governing laws, policies, and procedures. The Senior Procurement Administrator manages Procurement staff and undertake assignments that require procurement expertise, independent judgment, and discretion with regard to complex procurement matters and that require significant collaboration with DASNY staff and clients.

Essential Functions

- Work independently with a high degree of judgment and discretion to manage complex procurements to ensure timely and efficient completion consistent with internal procedures and guidelines to promote internal and external customer satisfaction.
- Supervise Procurement Unit staff; distribute and assign responsibilities among team members; review work performed by Procurement staff while responding to questions in a clear and informative manner; Resolve procurement-related issues in a timely and effective manner or bring them to the attention of the Chief and/or Director, as appropriate.
- Chair and participate in consultant selection committees, evaluate cost and fee proposals and negotiate terms and conditions of work authorizations, contracts, job orders and/or purchase orders.
- Interact with DASNY staff and Clients, consultants, contractors, vendors and/or other third parties regarding all aspects of the procurement process, including the interpretation and implementation of DASNY's procurement procedures and guidelines, contract provisions and the processing of work authorizations, contracts, job orders and/or purchaser orders.
- Confer with Chief and/or the Director, as appropriate, to assure proper and timely completion of procurements; identify and describe potential problems or delays encountered, propose solutions, and relay any relevant information to Chief and/or Director, as appropriate.
- Supervise vendor responsibility staff and oversee DASNY's vendor responsibility review process. Conduct complex vendor responsibility reviews.
- Supervise, oversee and/or review the gathering, review and monitoring of consultants, contractors and/or vendors insurance documents for compliance with contractual requirements, and interact with consultants, contractors and/or vendors, brokers/agents, and DASNY personnel and third-party vendors, as necessary or required.
- Perform substantive review of procurements for accuracy and completeness to ensure staff compliance with client and DASNY staff objectives and established procedures, statutory parameters, and other relevant laws. Consult with the Chief, or Director as necessary.
- Coordinate with managers of other DASNY units to ensure the efficient flow of processes within the organization and provide assistance on all procurement matters.
- Draft, review, recommend, approve and/or execute as authorized procurement-related documentation, including correspondence, requests for proposals, requests for qualifications, expressions of interests, bid openings, contract awards, purchasing requisitions, purchase orders and contracts, work authorizations, work orders and any related documents and/or amendments in accordance with established procedures. Verify that all documents are in proper legal form and have all necessary approvals and supporting documents.

Position Description

- Conduct final desk audits and approvals of procurements processed by the Assistant Procurement Administrators and reviewed by the Procurement Administrator.
- Manage the status of the assigned team procurements with respect to volume, potential delays and/or available funding and follow up with the Procurement Administrator and Assistant Procurement Administrator.
- Assist the Chief and/or the Director in developing the parameters, processes, and procedures for new projects or programs administered by DASNY, including attending meetings and drafting documents as needed.
- Assist the Chief and/or the Director in the development, documentation and implementation of procurement policies and procedures, and recommend changes to existing processes and procedures necessary to properly implement the various procurements administered by DASNY.
- Assist the Chief and/or the Director, as appropriate, to assess, develop and implement internal controls for the Procurement Unit, and assist with the review and testing of such controls.
- In coordination with the Chief and/or the Director, prepare documentation and/or responses to FOIL requests and/or policy matters relating to the procurement.
- Gather data, perform research, and report findings to the Chief and/or Director and Counsel's Office as needed.
- Develop systems applications and procedures to improve workflow.
- Monitor project budgets and procurements schedules with DASNY staff and client requirements and adjust procurement schedule accordingly.
- Ensure that a complete and accurate procurement record is maintained in accordance with established procedures.
- Maintain working knowledge of issues and developments in public procurement.
- Develop and monitor performance measures and unit goals and objectives.
- Market DASNY services to clients, at conferences, and trade shows. Develop, document, implement and/or supervise implementation of procedures.
- Work closely with the Office of Opportunity Programs to encourage small and veteran-, minority-, and women-owned business participation in DASNY procurements.

Other Duties and Responsibilities

- Supervise, train, and evaluate employees.
- May sign and authorize purchase orders and work authorizations.
- Assist in the tracking and reporting of performance measures related to the procurement function.
- May provide assistance with the development of systems solutions.
- Assist with the assessment/development and implementation of internal controls and participate in the review and testing of same.
- Assist DASNY management in the development of policies.
- Develop, document, and implement policies and procedures. Assess, develop, and implement internal controls, and oversee the review and testing of same.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Supervision

Supervision of employees is required.

Position Description

Physical/Mental/Visual Demands

Travel may be required, using public transportation, DASNY vehicle, rental vehicle, or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Requires complex and time-pressured decision-making. Overtime or extended work hours may be required.

Work Environment

Standard office environment, including the use of one or more of the following: PC, printer, copier, electronic stapler/hole punch/date stamp, telephone, fax machine, shredder, scanner.

Minimum Qualifications

Bachelor's degree plus five years relevant experience, including two years supervisory experience or the successful completion of a designated supervisor training during probationary period.

Preferred Qualifications

Bachelor's degree in Business or Public Administration, plus eight years relevant experience in a large public organization, including two years supervisory experience managing in a team-based environment, responsible for multiple projects. Working knowledge of NYS procurement regulations. Extensive experience in the negotiation, bidding, award, and administration of professional service agreements and/or construction contracts together with an extensive working knowledge of the building design and construction process. Advanced degree a plus.

Essential Skills

- Demonstrated ability to work independently and exercise sound judgment.
- Extensive knowledge of the building fit-out process.
- Thorough knowledge of operations and construction purchasing.
- Demonstrated ability to provide team leadership skills and participation in team endeavors.
- Strong interpersonal and diplomacy skills.
- Excellent negotiation skills and demonstrated results.
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated accuracy and attention to detail.
- Demonstrated analytical and conceptual skills.
- Excellent oral and written communications skills.
- Proficiency in PC applications such as Outlook, Access, Excel, and Word.