



<b>Job Title</b>	Procurement Analyst
<b>PVN ID</b>	VC-2510-007051
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	Capital Procurement Services
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$63,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 01, 2025 (Or Until Filled)

## General Description

---

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 270,000 degree-credit students at 25 institutions in New York City.

The Capital Procurement Services Unit of CUNY's Office of Facilities Planning, Construction and Management (FPCM) is responsible for the procurement, management, and administration of contracts and task orders for architectural, engineering, construction, and related services for all of CUNY's facilities across the five boroughs.

## Other Duties

---

- Effectively managing the entire procurement process from the initial request to procure a service/supply through to contract award
- Drafting all solicitation documents, particularly Request for Proposals (RFPs), Request for Bids (RFB), Request for Quotes (RFQ), and Task Orders
- Creating evaluation/scoring sheets for RFPs and other solicitations and tabulating scoring results
- Coordinate and manage communications/meetings with agency staff, vendors, and other outside parties (via email, phone, or Zoom/Teams)
- Creating and maintaining accurate procurement records/Excel spreadsheets
- Regularly attending site visits with the FPCM Assistant Directors, Project Managers, and college representatives
- Focus on MWBE and SDVOB compliance to ensure adherence to state diversity requirements
- Review and process purchase requisitions and generate purchase orders
- Respond to audit and compliance requests and prepare reports for oversight agencies
- Other duties as assigned

# Qualifications

---

## MINIMUM QUALIFICATIONS

- Baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas of business management, public administration, or a related field
- Excellent writing, interpersonal, customer service, and presentation skills
- Advanced Microsoft Excel, Word, and Adobe Acrobat skills
- Ability to adapt to a fast-paced work environment and changing needs and priorities
- Must be detail-oriented and well-organized; ability to multitask, meet deadlines, and work independently
- Ability to handle multiple procurement requests concurrently and on an ongoing basis
- Ability to manage a large workload within tight time constraints

## PREFERRED QUALIFICATIONS

- Experience working in the New York City Financial Management System (FMS), State Financial System (SFS), performing contracting, procurement, and sourcing functions
- Familiarity with Office of General Services (OGS) and General Services Administration (GSA) Contracts
- Experience registering contracts with New York City and State financial systems, as well as oversight agencies (Office of the Attorney General and Office of the State Comptroller)

## CORE COMPETENCIES

- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organizational skills and the ability to multitask
- Ability to work under pressure and to meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator
- Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets
- Alert, observant, and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations