



One State Street, New York, NY 10004
An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Office Assistant 3, SG-14

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Civil Service Employees Association (CSEA)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$48,728 - \$59,186

Appointment Status: Permanent

Appointment to this position is pending Division of Budget approval to fill.

The Department of Financial Services (DFS) seeks applicants for the position of Office Assistant 3 (OA 3) in the Office of Financial Management's Purchasing Unit. The purchasing activities include working with preferred sources, Office of General Services (OGS) state contracts, open-market buying procedures governed by the NYS Procurement Council, Office of the State Comptroller, and applicable regulations and guidelines related to minority and women-owned businesses. Specific duties to be performed may include, but are not limited to, the following:

- Oversees the purchasing of a variety of supplies, materials, equipment, and services required by DFS;
- Reviews purchase requests, assists program area with pricing, and approves requests;
- Assists in the preparation of detailed specifications of the goods or services to be purchased;
- Conducts Request for Quotes (RFQs) from OGS centralized contracts. Assemble RFQ materials, solicit vendors, receives and reviews bids, creates bid tabulations, prepares award and non-award notifications;
- Creates purchase orders within the Statewide Financial System (SFS) and ensure they are issued to the vendor;
- Communicates with vendors regarding procurement matters;
- Develops and maintains effective working relationships with program and administrative staff within the Department;
- Prepares reports and/or gathers documentation on specified procurements for management review;
- Monitors and updates subscriptions and publications lists;
- Files and maintains all purchasing records;
- Keeps management apprised of any possible problems or delays in processing and managing purchases / procurements;
- Monthly reconciliation of all credit card charges;
- Supervises staff to ensure work of the Unit is completed timely and accurately;
- Reviews the work of purchasing staff to ensure compliance with appropriate rules and regulations;
- Performs the full range of supervisory duties such as performance evaluations and time and attendance;
- Trains staff on new or revised laws, rules, regulations, purchasing policies, or procedures; and
- Assists other OFM unit managers as needed.

Preferred Knowledge and Skills

- Knowledge of OGS Statewide Contracts and SFS.
- Proficient with Microsoft Office Suite
- Attention to detail, the ability to manage multiple tasks, prioritize competing requests, and meet deadlines while producing an accurate work-product.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 37-838.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than February 19, 2020** to the email address listed below. Please include the Box # **(Box 06113)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box 06113
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: ryan.taratus@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

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.