



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

PROCUREMENT SPECIALIST

New York City

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State. HCR consists of all the major housing and community renewal agencies of New York State, which were merged and integrated under a single management structure.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo, and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

DUTIES

The Procurement Specialist will be responsible for assisting the Vice President of Contracts and Administration with all matters relating to professional services' procurements and contracts that include, but are not limited to:

- Developing, evaluating or reviewing, Requests for Proposals (RFPs), Requests for Bids (RFBs), Requests for Qualifications (RFQs), Requests for Information (RFIs), Sole/Single Source Procurements, Preferred Source Procurement, Discretionary Spend Procurements, and other related procurements performing end-to-end processes (75% of the workload);
- Creating and maintaining accurate procurement and contract records;
- Performing routine administrative processes associated with contracts, monitoring the reviews of contractor performance and compliance;



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- Performing contract monitoring tasks including addressing any necessary contract modifications and contract amendments;
- Effectively manages communication, both orally and in writing, with agency staff and vendors, and other outside parties;
- Assisting with matters relating to minority and women owned business enterprises and service disabled veteran owned businesses;
- Managing Contracts and other related tasks in SAP Procure-to-Pay module
- Creating Purchase Orders and other related tasks in SAP Procure-to-Pay module
- Ability to learn, understand and follow the Agency's procurement policies/procedures;
- Ability to learn, understand and follow State procurement statutes;
- Ability to learn and understand the different procurement vehicles and the associated processes;
- Performing analysis in detecting trends in procurement and contract matters;
- Performing general research;
- Maintaining procurement and contract databases and reviewing/modifying/generating various related reports;
- Assisting in other procurement and contract matters in the Unit, as directed.

QUALIFICATIONS:

- Excellent writing skills
- Excellent word processing, Excel spreadsheet and other computer skills such as PowerPoint
- Excellent organizational and analytical skills
- Excellent leadership skills, taking charge of each assigned project
- Effective communication and documentation skills with the ability to communicate with all levels of the organization up to and including executives
- Excellent planning skills
- Ability to utilize available resources to problem solve
- Must be able to multi-task and prioritize workload
- Ability to establish effective working relationships with staff and outside parties
- Ability to be discreet, precise and good facility in making distinctions
- Must be able to work under pressure
- Ability to generate worthwhile new ideas or techniques having practical applications
- Must be able to handle confidential information appropriately and to exercise care in safeguarding proprietary information
- Willingness to accept additional responsibility and to acquire additional expertise through training, experience and education
- Good attendance and punctuality
- Excellent people management, time management and stress management skills
- Ability to make suggestions to improve processes
- Knowledge of SAP Procure-to-Pay module



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Education and Experience:

- Bachelor's degree preferred as well as relevant academic training or transferrable skills.*
- Master's degree a plus.
- Minimum of two years of related experience

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Successful candidate must demonstrate ability to pay close attention to detail, have excellent oral and written communication skills and be able to effectively work independently, and with others.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

[TO APPLY, CLICK HERE](#)

New York State is an Equal Opportunity Employer (EOE)