OFFICE OF THE DISTRICT ATTORNEY
Bronx County
Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Associate
FUNCTIONAL TITLE: Purchasing and Fleet Assistant
TITLE CODE NO: 56057
BUREAU/WORK UNIT: Finance/Purchasing
WORK LOCATION: 198 E 161st Street, Bronx NY

LEVEL: N/A
HIRING RATE: $38,183
SHIFT: M-F, 9-5
NUMBER OF POSITIONS: 1

JOB SUMMARY:

Under supervision of the Purchasing Director, the Purchasing / Fleet Assistant is responsible for procuring goods and services for the Bronx District Attorney and providing back up for the Agency Fleet Coordinator.

ESSENTIAL FUNCTIONS:

1. Ability to utilize strong communication skills to effectively communicate with all levels of the agency.
2. Proficient computer skills, specifically Microsoft Word and Excel.
3. Strong attention to detail, deadlines, confidentiality, organization and customer service.
4. Solid basic math skills.

JOB RESPONSIBILITIES:

- Assist the Director of Purchasing on all aspects of the purchasing process, with an emphasis on maintaining a sufficient, dependable supply of all basic items included in the Office's standard supply inventory. Assists in annual inventory, including preparing the count and pricing of current stock.
- Effectively resolves order difficulties with vendors and negotiates and provides clarification to vendors on terms and conditions of contracts, as necessary.
- Promptly respond to approved purchase requests with appropriate orders, obtaining a clear, actionable understanding of staff needs.
- Prepare, review and distribute vendor pre-solicitations and bid specifications, working with the Director to ensure that the office needs are satisfied and that purchases comply with applicable regulations.
- Periodically assist the Fleet Coordinator with his duties, such as vehicle maintenance including vehicle inspection and registration, battery service, changing tires, checking fluid levels; coordinate salvage of vehicles; scheduling of service appointments and obtaining estimates for automotive work.
- Maintain and update vehicle service and repair records, using office vehicle database; collect vendor invoices.
- Perform other duties as may be requested.

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

- **Bachelor's degree preferred or a high school diploma/GED and a minimum of two years relevant experience**.
- **A valid New York State driver's license with a minimum of two (2) years of driving experience is required and must be maintained for the duration of employment**
- Familiarity with vehicle maintenance issues.

To apply, please submit your resume/cover letter to the following address. ***Please include the Job Vacancy Number (JVN):***

Email: BxDAHR@bronxda.nyc.gov

Or, mail to:
Abigayle Erickson
Human Resources Unit
Office of the Bronx District Attorney
198 E 161st Street, 10th Floor, Bronx, NY 10451

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted. Submission of application is not a guarantee that you will receive an interview.

POST DATE: 10/06/2016	POST UNTIL: Filled	JVN: 902-16-1304

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