

City of New York
CONFLICTS OF INTEREST BOARD
Citywide Job Vacancy Notice

Civil Service Title: PRINCIPAL ADMINISTRATIVE ASSOC	Level: 03
Title Code No: 10124	Salary: \$49,488.00/\$56,911.00-\$75,630.00 <u>Only candidates permanent and/or reachable on the PAA list (Exam #8068) need apply.</u>
Office Title: ADMINISTRATIVE COORDINATOR	Work location: 2 Lafayette St., New York, N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Hours/Shift: 9:00 a.m. - 5:00 p.m.	Agency Tracking #: N/A
Job Description	
The PAA will be responsible for all purchasing transactions according to the rules and regulations of the City of New York for the agency. In addition, the PAA will also function as Assistant to the Director of Administration and as the agency's timekeeper. The employee will also be involved in the areas of payroll and employee benefits.	
Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more that moderate difficulty; or</p> <p>2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or</p> <p>3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or</p> <p>4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.</p>	
Essential Skills	
EXPERT KNOWLEDGE OF THE CITY'S FINANCIAL MANAGEMENT SYSTEM (FMS) AND CITY PURCHASING RULES AND REGULATIONS ARE REQUIRED SKILLS.	
In addition, the candidate must possess proficiency in PMS, Word, Excel, NYCAPS, CityTime (timekeeping) DMSS; be detail-oriented with outstanding organizational skills, and must have excellent interpersonal skills with the ability to work with all levels of employees.	
To Apply:	
PLEASE SUBMIT RESUME AND COVER LETTER TO: NYC CONFLICTS OF INTEREST BOARD 2 LAFAYETTE STREET, SUITE 1010 NEW YORK, NY 10007 ATTN: VARUNI BHAGWANT bhagwant@coib.nyc.gov	
Post Date: 01/31/2012	Post Until: 02/13/2012
JVN: 312-2012-98032	

The City of New York is an Equal Opportunity Employer
NYC Residency Required within 90 Days of hire