

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Associate Staff Analyst	TITLE CODE NO.: 12627
OFFICE TITLE: CDBG Program Manager Analyst	SALARY: \$59,536 to \$88,649 (Annual)
DIVISION/WORK UNIT: Beacon, Cornerstone, and Work Readiness Programs	WORK LOCATION: 161 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

Under the supervision of the Director and Deputy Director of Beacons with latitude for the exercise of independent action and decision making, oversees Beacon Contracts within an assigned region. Monitors and evaluates Community-Based Organization (CBO) contractors. Reviews and approves program plans and budgets. Performs site visits. Provides technical assistance and directs corrective action for underperforming CBO contractors. Participates in contract negotiations. Provides technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments. Evaluates contract performance reports, as well as agency audits and fiscal documents to ensure contract compliance. Makes summary reports to higher administrative levels along with recommendations to improve contractor performance. Makes final evaluation of contract performance at expiration of contract. Some specific duties of the Program Analyst include:

- Analyze program statistical data & prepare reports, graphs, and charts for reporting, promotional, tracking, evaluation & strategic planning purposes.
- Conduct site visits to program sites.
- Prepare letters, memoranda and other correspondence for Senior and Executive level review.
- Maintain statistical data for use in preparation of program effectiveness monitoring reports.
- Respond to internal and external inquiries including request for information, presentations, fairs, etc.
- Facilitate training and information sessions for CDBG Beacon and Fiscal service providers on various CD/HUD regulations and reporting requirements.
- Assist in the development of CDBG program materials for distribution. Materials included pertinent information concerning deadlines, policies and procedures and important documentation that must remain on site.
- Annual assessment and reporting to Office of Management and Budget on property registry including but not limited to ensuring that all equipment purchased with CDBG funds are properly labeled, secured and discarded appropriately as per HUD policy and procedures.
- Analyzing performance data and providing technical assistance and directing corrective action for underperforming contractors.

PREFERRED SKILLS:

- Minimum of four years of relevant experience
- Candidate must possess strong communication and writing skills
- Demonstrated leadership, organizational, and management skills/Strong Program Management skills
- Ability to perform complex tasks and prioritize multiple projects
- Demonstrated working knowledge of target populations shown through management of programs serving elementary, middle and high school aged youth
- Background in working with community based organizations, associations, boards, councils, etc.
- Demonstrated experience in and working knowledge of developing human service program budgets
- Familiarity with DYCD's data system, DYCD Online
- Extensive knowledge of Microsoft Excel, and other software

MINIMUM QUALIFICATIONS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:
**Search for the Job ID
#118499**

External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local public library

POST DATE: 04/16/2013

POST UNTIL: Until Filled

Job ID #: 118499

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.