

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Contract Specialist, M1	<b>TITLE CODE NO.:</b> 10095-01
<b>OFFICE TITLE:</b> Deputy Director for Facilities and Licensing	<b>SALARY:</b> \$49,492 to \$136,198
<b>DIVISION/WORK UNIT:</b> Out of School Time	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS</b> 35 Hours Per Week	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) support youth and community services through contracts with community-based organizations (CBO) throughout New York City. Out of School Time (OST) seeks to support COBs high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. OST is DYCD's largest initiative, serving over 56,000 through 550 programs after school, during school closing days, and over the summer. As part of Mayor Bill de Blasio's plan to serve middle school students, OST is projected add over 270 new programs serving 62,000 students in grades 6-8 starting September 2014.

OST is supported by key partnerships with NYC's Department of Education, Department of Health and Mental Hygiene (DoHMH), the Parks & Recreation Department and Housing Authority. DYCD believes that clean, safe, vibrant facilities play an important role in the impact after school services have on youth development. Strong partnerships between the CBO and the administrator of the program site (i.e. principal) are also pillars of a successful program. DYCD is seeking a Deputy Director for Facilities and Licensing to join its OST Initiative to help manage and support these partnerships and ensure youth have safe and clean facilities for their programming.

Responsibilities include:

- Maintain ongoing SACC and summer camp status updates of programs and verify and coordinate with the DoHMH, and generate reports as needed for the Operations team.
- Ensure OST programs have their required DOE extended-use permits, and work with the DOE grants office to resolve issues.
- Ensure program knowledge and compliance with regulatory staff background check mechanisms (DoHMH, DOE, DCJS), and flag issues as they arise.
- Inform management team of escalating issues regarding facilities and licensing and recommended solutions to address them.
- Resolve program space and logistics issues in coordination with the DYCD program management unit.
- Reviews forthcoming regulatory changes, advise and recommends changes, and communicate changes to programs
- Coordinate with DOE regarding transportation or other issues regarding CBO operations on site.
- Coordinate relocations, including summer camp relocations, and contract reassignments with community based organizations, OST program unit, and DYCD interagency units.

**PREFERRED:**

- Proficient in Excel
- Knowledge of SACC and summer camp regulations and background check mechanisms for DoHMH and DOE.
- Knowledge of DYCD Online
- Experienced managing multiple projects while remaining detailed oriented.

**MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration; or
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as 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  
#145913**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)  
Current NYC employees please go to [www.nyc.gov/ess](http://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 library\***

**POST DATE: 3/7/2014**

**POST UNTIL: 3/20/2014**

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