

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Deputy Commissioner (CDA)	TITLE CODE NO.: 95578- M5
OFFICE TITLE: Deputy Commissioner for Community Development	SALARY: \$74,988 to \$150,000 (Annual)
DIVISION/WORK UNIT: Deputy Commissioner Community Development	WORK LOCATION: 156 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 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.

The Deputy Commissioner for Community Development will oversee four areas: Community Development Operations, Youth Employment, Literacy, and immigrant initiatives. The Deputy Commissioner will advise the Commissioner and other senior staff on the development and implementation of all community development policies as they relate to the Community Service Block Grant Program, the Youth Employment Program, Literacy Programs Department, the Office of Immigrant Initiatives, the Neighborhood Advisory Board Liaison Unit, government oversight, and funding mandates. The Deputy Commissioner will be responsible for the application of these policies, and those of federal, state, and other funding sources, to the programs operated by approximately 500 community-based organizations. The Deputy Commissioner will take the lead in conceiving and designing requests for proposals and other procurements for services funded through the Community Development Division. Other responsibilities include planning and implementation of management controls and systems needed to improve the operations of community development programs, and performance evaluations of all funded community development programs to ensure the efficient and effective delivery of services to the poor.

PREFERRED:

- Knowledge of Youth Employment program models and evaluation.
- Knowledge of Community Service Block Grant and Community Action Program.
- Knowledge of Community Development Programs.
- Familiarity with both Adolescent and Adult Literacy programming.
- Understanding of program integration practices and the impact on resource allocation and program deliverables.

MINIMUM QUALIFICATIONS:

1. Baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months

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 # 147465

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: 3/24/2014	POST UNTIL: 4/6/2014	JOB ID #147465
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The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.