

JOB VACANCY NOTICE

Must currently have PERMANENT status in the ASSOCIATE CONTRACT SPECIALIST title

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Outcome Specialist	SALARY: \$53,074 to \$79,977 (Annual)
DIVISION/WORK UNIT: Contract Development & Compliance/CD Operations	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 (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. DYCD is the designated Community Action Agency for New York City, and administers federal Community Services Block Grant (CSBG) funded programs to assist low income individuals and families to attain the skills, knowledge, motivation and opportunities they need to become self-sufficient and productive members of their communities.

DYCD is seeking an Outcome Specialist to provide support to the Contract Development and Compliance, Community Development Operations Unit. The selected candidate will participate as a member of a team charged with ensuring contracts for CSBG-funded CBOs are developed in a timely fashion and that once registered, are maintained in compliance with the terms of their contract. Under the direct supervision of the Director of Contract and Compliance, the Specialist will be responsible for providing professional development for contract managers and technical assistance to CBOs, training staff with an emphasis on federal Results Oriented Management and Accountability (ROMA) principles, outcome management, as well as contract monitoring for CSBG funded CBOs. Other duties include:

- Become proficient and provide training as needed to CBOs on DYCD’s web-based program management system, Capricorn, as well as DYCD’s protocols (e.g. case management standards).
- Provide technical support for staff and CBOs as well as coordinate trainings with the Capacity Building Unit.
- Perform site visits (may include weekends and evenings) using the Program Quality Monitoring Tool and share feedback with CBO contract providers.
- May assist with analyzing and evaluating program data in Capricorn, contract performance reports as well as agency audits and fiscal documents to ensure contract compliance.
- Provide technical assistance to underperforming contractors and assist CBOs generally to refine practices.
- Identify and research best practices related to contract monitoring and compliance.
- Prepare reports and carry out special assignments, tasks and projects as assigned by the Director and Assistant Commissioner.
- Perform other duties as assigned.

PREFERRED SKILLS:

- Proficient with computers, with advanced skills in Microsoft Excel, Word, and Power Point.
- Must possess strong oral and written communication, organizational and analytical skills.
- Professional telephone manner.
- Experience with developing and managing programs and tracking outcomes is a plus.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; or
2. A four year high school diploma, or its educational equivalent, and six years of full-time, satisfactory professional, technical or administrative work experience in one or more of the fields cited above; or
3. Education and/or experience equivalent to "1" or "2" above. College credits obtained from an accredited college may be substituted for experience on the basis of 30 college semester credits for one year of experience as described in "1" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least two years of full-time experience 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
173269**

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 library

POST DATE: 10/30/2014

POST UNTIL: Until Filled

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