

NYC Department of
Youth & Community
Development
JOB VACANCY NOTICE

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| CIVIL SERVICE TITLE: Associate Contract Specialist | TITLE CODE NO.: 40562 |
| OFFICE TITLE: Program Manager | SALARY: \$50,752-\$76,478 (Annual) |
| DIVISION/WORK UNIT: Vulnerable and Special Needs Youth | WORK LOCATION: 2 Lafayette Street, New York, New York 10038 |
| HOURS 35 Hours Per Week | NUMBER OF POSITIONS: 1 |

JOB DESCRIPTION:

Must currently have PERMANENT status in the ASSOCIATE CONTRACT SPECIALIST title. If you have not taken and passed a scheduled Associate Contract Specialist Exam in the past, through the Department of Citywide Administrative Services, you are NOT eligible to apply for this position. If you do have permanent status as an Associate Contract Specialist, or have evidence of taking the exam, please include this information on your application.

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 runs a range of services for Runaway and Homeless Youth (RHY) that includes Drop-in Centers, Crisis Shelters, Transitional Independent Living programs, and Street Outreach and Referral Services. DYCD's Runaway and Homeless Youth (RHY) services are designed to protect runaway and homeless youth and reunite them with their families whenever possible. We also offer specialized programming for runaway and homeless pregnant and parenting youth, sexually-exploited youth and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) youth. We are committed to providing all runaway and homeless young people with the resources they need to get off the streets and stabilize their lives.

DYCD is seeking a Program Manager, Vulnerable Youth to help lead its efforts to support CBO's to assist and work with at-risk, homeless, runaway, and vulnerable youth in NYC. Under the supervision of the Deputy Director, RHY the Program Manager, Vulnerable Youth will perform the following duties:

- Plan, implement, and direct programs related to RHY services by evaluating and researching program needs, and consulting with key personnel in order to facilitate delivery of services.
- Utilize and become proficient with DYCD's web-based information technology program management systems, such as Capricorn, Kiwee, ECMS.
- Conduct regular site visits at locations in all five boroughs to assess programmatic and administrative issues, and help improve quality of services.
- Provide technical assistance and direct work improvement or corrective action for underperforming contractors by sharing resources to promote program quality
- Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments.
- Review and evaluate contract performance reports, as well as agency fiscal documents to ensure contract compliance.
- Assist with training for contractors on DYCD's web-based program management system, Capricorn.
- Create summary reports and statistical and program analyses to inform supervisors and make recommendations to improve program performance.
- Review data submitted by contract agencies by examining forms, records, and other data insuring that mandates are followed in order to validate proposals.
- Other duties as assigned

PREFERRED SKILLS:

- Experience or knowledge of at-risk, runaway, homeless, and vulnerable youth or other youth development programming
- Background in working with community-based organizations
- Requires project management skills, ability to prioritize multiple tasks, and meticulous attention to detail
- Must possess strong oral and written communication, organizational, and analytical skills
- Experience with data management information systems
- Ability to think and act strategically and proactively
- Proficient in Microsoft Office

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
196950**

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: 9/14/15

POST UNTIL: FILLED

JOB ID #: 196950

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