

NOTE: This position is open to applicants who took the Open Competitive Administrative Manager Exam #5010, the Promotional Administrative Manager Exam #5516, or those who are already permanent in the Administrative Manager title. Please indicate in your cover letter whether you have taken this exam or are already permanent in the Administrative Manager title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

CIVIL SERVICE TITLE: Administrative Manager-NM	TITLE CODE NO.: 1002C-NM
OFFICE TITLE: Operations Manager	SALARY: \$49,492 to \$80,000 (Annual)
DIVISION/WORK UNIT: COMPASS	WORK LOCATION: 2 Lafayette Street, New York, New York 10007
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) support youth and community services through contracts with a broad network of community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of innovative and quality programs that positively impact youth and communities.

DYCD's Comprehensive After School System of NYC (COMPASS), formerly known as the Out-of-School Time (OST) Program, is the agency's largest initiative and currently serves over 95,000 young people in more than 900 programs across the five boroughs. COMPASS programs take place after school, during school closing days and over the summer.

Reporting to the Director of Operations, the Operation Manager will serve as the unit administrator and be primarily responsible for the following:

- Provide administrative support for COMPASS Unit. This includes ensuring both floors of COMPASS have needed supplies and following up with Administrative Services and Information Technology units if devices in conference rooms on floors are not operating, and preparing request for supplies/travel/work requisition/ etc. for COMPASS unit.
- Manages all logistics for unit. This includes new staff placement, ensuring staff have access to all systems, and that desks have all needed materials.
- Provide logistical support at COMPASS events. This includes occasional night and weekend hours.
- Serve as COMPASS Purchasing Liaison and manage purchase orders & supply requisitions. Includes ensuring all purchase orders are submitted adhering to COMPASS policy and the DYCD Administrative Services Unit requirements.
- Prepare and manage COMPASS AOTPS budget.
- In collaboration with Administrative Services, define procedures for retention, protection, retrieval, transfer, and disposal of records. Additionally, prepare and maintain business continuity of operations and emergency management plans for COMPASS Unit.
- Support unit in human resource projects. This includes
 - Preparing, tracking, and updating the personnel absence and tardiness control calendar for COMPASS staff and ensuring it is shared with respective supervisors on a timely basis.
 - Maintaining all staff personnel documents.
 - Supporting hiring manager's recruitment, screening, and interviewing of applicants.
- Manage unit wide tasks quarterly and COMPASS shared calendar

PREFERRED SKILLS:

- Strong project management skills, ability to juggle multiple priorities, and meticulous attention to detail
- A minimum of three years of administrative support for large units.
- High level of comfort with budgetary tracking
- Strong analytical and problem-solving skills
- Ability to think and act strategically and proactively
- Team player with strong interpersonal/influence skills
- Proficient in Microsoft Office
- Excellent writing skills
- Excellent customer service skills

MINIMUM QUALIFICATIONS:

1. A 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 of experience up to a maximum of 3½ years.

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

223326

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: 11/19/2015

POST UNTIL: FILLED

JOB ID #: 223326

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