

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Contract Specialist, M2	TITLE CODE NO.: 10095-02
OFFICE TITLE: Director, Fatherhood Initiative	SALARY: \$54,740 to \$80,000
DIVISION/WORK UNIT: Community Development	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	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. DYCD is seeking to hire a human service professional to serve as the Specialist for the Fatherhood Initiative Programs.

The goals of DYCD-funded Fatherhood Initiative are to provide non-custodial fathers with family support services to strengthen their relationships with their child/children by providing material/financial support and increasing their engagement, availability and responsibility with their child/children.

Under the supervision of the Assistant Commissioner, with latitude for independent judgment and initiative, the director will oversee the Fatherhood Initiative contracts. In relationship to the Fatherhood Initiative, the candidate will monitor and evaluate programs; review and approve work scopes and budgets; perform site visits; provide technical assistance; supervise corrective action plans for underperforming CBOs; participate in contract negotiations and assist with developing the request for proposal. In addition, the director will represent the agency and be responsible for making presentation at community events.

Some specific duties of the Specialist include:

- Serve as liaison to community-based organizations as well as partnering City agencies;
- Represents the agency and present at community events, conferences, symposia and other forums;
- Identify and research information on other fatherhood initiatives and studies;
- Provide updates on other city and state-wide fatherhood services and share information with agency staff and contractors;
- Organize quarterly meetings with Fatherhood providers;
- Monitor contractors' performance and analyze program tracking data and quarterly reports;
- Ensure that the program design meets the programmatic goals;
- Prepare detailed written site visit reports for supervisor's review and approval;
- Analyze and develop annual report on progress of the Initiative;
- Make recommendations to supervisory staff concerning the provision of additional funding or de-funding of program contracts;
- Provide technical support to contractors and/or coordinate assistance with the Office of Capacity Building;
- Insure proper implementation of American Reinvestment and Recovery Act (ARRA) program enhancements;
- Help develop Fatherhood Request for Proposal; and
- Perform related work as required.

PREFERRED SKILLS:

- Masters degree with at least two years of professional experience with Social Service and/or Family Support programs.
- Computer literate with skills in Microsoft Word, and Excel
- Possess strong communication (written/verbal) and organizational skills
- Research Skills utilizing the Internet and other research methodologies
- Social work background working with Community-Based Organizations and/or experience monitoring Community-Based Programs;
- Flexible team player with initiative and proven ability to meet deadlines.

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**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:
 Karen Alexander, Assistant Commissioner
 NYC Department of Youth and Community Development, Office of Human Resources
 156 William Street, 3rd Floor
 New York, New York 10038
 Or e-mail Opportunities@dycd.nyc.gov
 Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 12-08-09

POST UNTIL: Filled

JVN #: 261-10-016R

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