

JOB VACANCY NOTICE

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| CIVIL SERVICE TITLE: Administrative Contract Specialist, M1 | TITLE CODE NO.: 10095-01 |
| OFFICE TITLE: Deputy Director, Cornerstone Programs | SALARY: \$53,373 to \$136,198 (49, 492 with less than two years of City service) |
| DIVISION/WORK UNIT: DYCD Cornerstone Programs | WORK LOCATION: 161 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.

DYCD is seeking to hire a Deputy Director for its newly created Cornerstone Program Unit. DYCD has contracted with community-based, non-profit organizations to offer children, youth and families a wide range of educational enrichment, recreation, cultural arts and community assistance programs during the after-school, evening, weekend hours, and during the summer. The programs are located at selected NYCHA Community Centers throughout New York City, and offer activities that create opportunities for empowerment and skill building; development of sound character and positive social norms; and, integration of family, school and community supports - all in an environment supervised by caring adult role models.

Under the supervision of the Director, the Deputy Director will be responsible for providing day-to-day supervision in ensuring implementation of contractual and programmatic goals to a staff engaged in ensuring effective program implementation of all program model components. Some specific duties of the Deputy Director include:

- Advise the Director in the development and implementation of all policies, including attendance and outcome tracking systems
- Conduct site visits to program sites
- Provide direct supervision to assigned staff engaged in program monitoring ensuring all site visits are completed in a timely and efficient manner and that all contract monitoring instruments are appropriately and accurately completed
- Prepare letters, memoranda and other correspondence for Senior and Executive level review
- Maintain statistical data for use in preparation of program effectiveness monitoring reports
- Establish and maintains liaison with CBO's and ensures effective communication of DYCD policies and procedures
- Supervise and assist program monitoring staff in the review and approval of CBO budgets and contractual documents
- Represent the agency at conferences, symposia, and other forums
- Respond to internal and external inquiries including request for information, presentations, fairs, etc.
- Assist in the designing and coordination of technical assistance for providers and staff
- Prepare unit reports including – biweekly reports, accomplishment reports, data & program summary reports (i.e. MMR, OMB), briefing reports (i.e. Town Hall Mtg); presentations, testimonies, etc.
- Conduct public meetings
- Perform related work

PREFERRED SKILLS:

- Minimum of four years of relevant experience
- Candidate must possess strong communication and writing skills
- Demonstrated leadership, organizational, and management skills
- Ability to perform complex tasks and prioritize multiple projects
- Experience or knowledge of programming at NYCHA center facilities
- Demonstrated working knowledge of target populations shown through management of programs serving elementary, middle and high school aged youth.
- Valid New York State Drivers License
- Background in working with community based organizations, associations, boards, councils, etc.
- Demonstrated experience in and working knowledge of developing human service program budgets
- Knowledge of New York City contracting and contracting processes
- Bilingual in English and Spanish
- Familiarity with DYCD's data system DYCD Online. (currently used by OST, Beacon and Service Learning Programs)
- Extensive knowledge of MS Excel, and other software

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

*****NYC RESIDENCY REQUIRED WITHIN NINETY (90) DAYS OF APPOINTMENT*****

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

Karen Alexander, Assistant Commissioner, Office of Support Services

NYC Department of Youth and Community Development

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: 10/10/2010

POST UNTIL: FILLED

JVN #: 261-11-011

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