

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Contract Manager	SALARY: \$50,752 to \$76,478 (Annual)
DIVISION/WORK UNIT: Program Operations – Community Development	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 searching for a candidate who under supervision, with latitude for the exercise of independent action and decision making will:

- Manage portfolio of Neighborhood Development Area contracts;
- Perform site visits and share feedback with service providers;
- Review and approve program plans and budgets;
- Analyze and evaluate program data in the Capricorn system, contract performance reports as well as agency audits and fiscal documents to ensure contract compliance;
- Provide technical assistance and directs corrective action for underperforming CBO contractors;
- Participates in contract negotiations;
- Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments;
- Evaluate contract performance reports, make summary reports to higher administrative levels along with recommendations to improve contractor performance;
- Complete annual performance evaluations on funded programs;
- Coordinate quarterly provider meetings;
- Performs other duties as assigned or directed.

PREFERRED SKILLS:

- Strong oral and written communication and interpersonal skills.
- Experience in program management and development; preferably in the field of human services.
- Professional telephone manner.
- Well organized and detailed oriented.
- Proficient with computers, including experience with Microsoft Excel and Word.

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

#118487

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 public library

POST DATE: 3/28/2013

POST UNTIL: Filled

JOB ID #: 118487

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