

NYC Department of
Youth & Community
Development
JOB VACANCY NOTICE

| | |
|--|---|
| CIVIL SERVICE TITLE: Contract Specialist-Level 2 | TITLE CODE NO.: 40561-L2 |
| OFFICE TITLE: Program Manager | SALARY: \$43,112 to \$66,581 (Annual) |
| DIVISION/WORK UNIT: Immigrant Initiatives | 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:

- Oversee Immigrant Initiatives contracts;
- Monitor and evaluate Community-Based organization (CBO) contractors;
- Review and approve program plans and budgets;
- Perform site visits;
- 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, as well as agency audits and fiscal documents to ensure contract compliance;
- Make summary reports to higher administrative levels along with recommendations to improve contractor performance;
- Make final evaluation of contract performance at expiration of contract;
- Performs other duties as assigned or directed.

PREFERRED SKILLS:

- Excellent communication and interpersonal skills.
- 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 six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
2. A four year high school diploma or its educational equivalent and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
3. Education and/or experience equivalent to "1" or "2" 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

#118493

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: Until Filled

Job ID #: 118493

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