

CIVIL SERVICE TITLE: Youth Coordinator	TITLE CODE NO.: 51402
OFFICE TITLE: Contract Manager-Cornerstone Programs	SALARY: \$43,068 to \$55,034 (annual)
DIVISION/WORK UNIT: Beacon-Cornerstone	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 (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.

Under the supervision of the Director and Deputy Director of Cornerstone Programs with some latitude for the exercise of independent action and decision making, oversees Cornerstone Program Contracts within an assigned region including the following:

- Monitors and evaluates Community-Based Organization (CBO) contractors.
- Reviews and approves program plans and budgets.
- Performs site visits.
- Provides technical assistance and directs corrective action for underperforming CBO contractors.
- Participates in contract negotiations.
- Provides technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments.
- Evaluates contract performance reports, as well as agency audits and fiscal documents to ensure contract compliance.
- Makes summary reports to higher administrative levels along with recommendations to improve contractor performance.
- Participates in contract negotiations.
- Makes final evaluation of contract performance at expiration of contract.
- Prepares standard reports as designated by higher management.
- Supervises and directs assigned subordinate staff.
- Provides subordinates with training in agency policies and procedures, as well as in federal/state/city regulations governing programs.
- Holds regular conferences with subordinates individually and as a group to provide expertise.
- Evaluates subordinates' performance in accordance with Agency guidelines.
- Establishes and maintains supervisory controls to ensure the unit's work is processed in a consistent and timely manner.
- Performs other duties as assigned or directed.

PREFERRED SKILLS:

- Strong communication skills including a professional written and verbal manner. Computer literate with basic skills in Microsoft: Word, Excel, and Outlook.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience in community work, youth activities, administrative planning, teaching, or related fields; or
2. An associate degree from an accredited college or completion of two years of study (60 credits) at an accredited college and five years of satisfactory, full-time experience in community work, youth activities, administrative planning, teaching, or related fields; or
3. A four-year high school diploma or its educational equivalent and seven years of satisfactory full-time experience in community work, youth activities, administrative planning, teaching, or related fields; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least three years of satisfactory full-time experience as described in "1" above. A master's degree from an accredited college can be substituted for one year of the required experience.

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
#119939**

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: 5/14/2013

POST UNTIL: Until Filled

Job ID #: 119939

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