

CIVIL SERVICE TITLE: Administrative Contact Specialist M1	TITLE CODE NO.: 10095-M1
OFFICE TITLE: Deputy Director, Cornerstone Unit	SALARY: \$49,492-136,198 (Annual)
DIVISION/WORK UNIT: Beacon/Cornerstone Unit	WORK LOCATION: 161 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 4

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. Duties will include but not be limited to:

- Working with Cornerstone Program Service Coordinators to implement effective and quality after school and evening community services.
- Develop and adapt current curriculum and tools the Cornerstone program model, reviewing the development of classroom lessons, educating and training contractors in the field of youth services.
- Building relationships and providing resources as a step toward system-wide integration.
- Reviewing the quality of service and coordinating all communication with DYCD staff and Cornerstone contractors regarding contract and programming requirements.
- Researching curriculum and researched based best practices in the field of youth development and after school services.
- Reviews and approves program work-scope plans and budgets.
- Analyzes performance data and provides technical assistance and directs corrective action for underperforming CBO contractors.
- Oversees contract negotiations and approves final evaluation of contract performance at expiration of contract.
- Prepares standard reports as designated by higher management.
- Supervises and directs assigned subordinate staff.
- Assures adherence to 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 direction and collect information.
- 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:

- We are seeking an independent, self-motivated individual with strong oral and written communication skills and interpersonal skills.
- The successful candidate should have experience in program management and development, preferably in the field of human service programs and youth development
- Direct experience working with youth; ability to make presentations at public meetings and conferences; and experience in grant writing and reporting.
- Experience as a teacher/trainer of adults and/or youth is also preferred.
- Computer literate with basic skills in Microsoft: Word, Excel, and Outlook

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 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
#125078

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 library

POST DATE:

POST UNTIL: FILLED

JOB ID: 125078

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