

JOB VACANCY NOTICE

Applicants will be appointed from Civil Service List in list order or must already have Permanent status in title

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Program Manager	SALARY: \$50,752 to \$76,478 (Annual)
DIVISION/WORK UNIT: Work Readiness Program (WIA In-School-Youth/Transition to Adulthood)	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.

The In-School Youth (ISY) program provides year-round services to at-risk high school juniors and seniors who meet certain eligibility requirements. ISY services are provided by 40 contractors in all five boroughs. The program promotes skills attainment, drop-out prevention, and high school graduation or attainment of a GED.

Under the supervision of the Director and Deputy Director of the In-School Youth/Transition to Adulthood (ISY/TTA) Programs, with latitude for the exercise of independent action and decision making, the ISY/TTA Program Manager will ultimately be responsible for the operation and success of 10 ISY/TTA contracts in addition to performing the following duties:

- Manage portfolio of ISY/TTA programs and oversee: contract compliance, curriculum compliance, monitor budgeting and assist with internship placement
- Provide trainings to In-School unit staff as well as staff from the ISY/TTA programs on the Capricorn and YEPS participant data systems
- Conduct periodic site visits, with a focus on attendance and quality of programs offered, and share feedback with providers and ISY/TTA staff
- Develop and implement systems that will assist the unit with the management and oversight of the ISY/TTA programs including administrative reports
- Assist with the quantitative and qualitative analysis of the ISY/TTA programs. Reviews and approves program plans and budgets
- Analyze program statistical data & prepare reports, graphs, and charts for reporting, promotional, tracking, evaluation & strategic planning purposes
- Respond to internal and external inquiries on the ISY/TTA programs including requests for information, presentations, fairs, etc.
- Provide technical assistance in contract management by analyzing/researching complex problems/ interpreting agency policies and procedures/federal/state/city guidelines, to ensure that contractual obligations such as performance goals and milestones are met
- Coordinate periodic meetings with management staff of ISY/TTA program contracts
- Prepare written correspondence and status reports on the various ISY/TTA initiatives and programs
- Coordinate communication of information to the ISY/TTA programs, as well as maintain updated contact information for the program staff in the online systems
- Other projects and tasks as needed to support the ISY/TTA unit and its programs

PREFERRED SKILLS:

1. Familiarity with Workforce Investment Act youth program requirements, including target population, service requirements, and performance standards.
2. Familiarity with Capricorn and PB&MFR data systems.
3. Strong oral and written communication skills and interpersonal skills.
4. Experience in program management and development, preferably in the field of human service programs and youth development; direct experience working with youth.
5. Ability to make presentations at public meetings and conferences; and experience in grant writing and reporting.
6. Proficient in MS Office applications.

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.

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

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

#126467

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: 8/21/2013

POST UNTIL: Filled

Job ID# 126467

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