

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Contract Specialist, M2	TITLE CODE NO.: 10095-02
OFFICE TITLE: Director of Middle School Programs	SALARY: \$54,740 to \$146, 276
DIVISION/WORK UNIT: Out of School Time	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) support youth and community services through contracts with community-based organizations (CBOs) throughout New York City. Out of School Time (OST) seeks to support CBOs high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. OST is DYCD's largest initiative, serving over 56,000 through 550 programs after school, during school closing days, and over the summer. As part of Mayor Bill de Blasio's plan to serve middle school students, OST is projected add over 270 new programs serving 62,000 students in grades 6-8 starting September 2014.

DYCD is seeking a Director for Middle School Programs to join its OST Initiative to help manage the launch and implementation of this new initiative, current programming serving this age group, Transition to High School Initiative, and our Option 2 programs.

Reporting to the Assistant Commissioner, the Director will be responsible for providing day-to-day supervision in ensuring implementation of contractual and programmatic goals. The Director is on the senior leadership team for the OST Unit and will supervise a staff of up to 7 Deputy Directors who each supervise up to 4 program managers.

Key Responsibilities include:

- Provide direct supervision to assigned staff engaged in program monitoring to ensure all site visits are completed in a timely and efficient manner.
- Ensure that all contract monitoring instruments – site visit reports using the Program Quality Monitory Tool, Work Improvement or Corrective Action Plans and year-end Performance Evaluations are appropriately and accurately completed and submitted in a timely fashion.
- Assist in the implementation of a system-wide evaluations
- Supervise and assist contract monitoring staff in the review and approval of CBO budgets and contractual documents
- Coordinate technical assistance with the Office of Capacity Building
- Advise the Assistant Commissioner on policy development and program performance
- Implement Executive-level decisions regarding the management processes for OST contracts
- Establish and maintain relationships with CBO's and effectively communicate OST policies and procedures
- Serve as a liaison to appropriate units of partnering City Agencies
- Represent the agency at conferences, symposia, and other forums

PREFERRED:

- Minimum of six years of supervisory experience of professional staff.
- Knowledge of New York City contracting processes
- Direct knowledge of best practices for middle school after school programming in STEM, Leadership Development, and Academic Support as shown through management of programs serving middle and high school aged youth
- Prior experience working with harder-to-recruit and retain middle school students
- Working knowledge of research on afterschool with an emphasis on topics that impact program design.
- Extensive knowledge of MS Excel and other software
- Knowledge of community based organization program operations.

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
#145925**

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: 3/7/2014

POST UNTIL:3/20/2014

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