

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095-01
OFFICE TITLE: Deputy Director of Out-of-Time (OST) Programs	SALARY: \$49,492 to \$136,198
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: 2

JOB DESCRIPTION:

The Department of Youth & Community Development (DYCD) is seeking a Deputy Director to help lead its Out of School Time (OST) Initiative. DYCD's OST Initiative seeks to strategically support community-based organizations to offer high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. Supported by partnerships, OST strives to enhance and expand a sustainable network of afterschool services. Key partners include NYC's Department of Education, Department of Health and Mental Hygiene, Parks and Housing Authority.

Through OST, 30,000 young people from elementary to high school receive services after school, on school holidays and during the summer.

The Deputy Director will be responsible for providing day-to-day supervision in ensuring implementation of programmatic goals and contractual compliance to a staff engaged in ensuring effective program implementation. Joining the leadership of OST's Quality Assurance Unit, including a team of 2 other deputies, the deputy director will particularly support services to OST high school programs. Some specific duties of the Deputy Director will include:

- Provide direct supervision to a minimum of 6 staff engaged in program management; ensuring all site visits using the Program Quality Monitoring Tool are completed in a timely and efficient manner and that all contract monitoring instruments are appropriately and accurately completed
- Review and approve CBO budgets, workscopes and other contractual documents
- Provide support for Community Based Organizations (CBO), deliver improvement strategies and prepare and monitor implementation of Work Improvement and Corrective Action Plans
- Prepare and analyze statistical data for use in preparation of program effectiveness monitoring reports
- Establish and maintains liaison with CBO's and ensures effective communication of DYCD OST policies and procedures
- Advise Directors in the development and implementation of all OST policies including attendance and outcome tracking systems
- Coordinate technical assistance for assigned programs with the Office of Capacity Building
- Perform related work

PREFERRED SKILLS:

- Minimum of four years of relevant experience, at least eighteen months of which should have been in an executive or managerial capacity.
- Experience supervising professional staff.
- Background in working with community-based organizations.
- Experience or knowledge of youth development programming.
- Strong written and verbal communication skills.
- Advanced knowledge of Microsoft: Excel.
- Demonstrated working knowledge of target populations shown through management of programs serving elementary, middle and high school aged youth
- Knowledge of New York City contracting processes

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 #148994

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: 4/10/2014

POST UNTIL: 04/24/2014

JOB ID: 148994

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