

<b>CIVIL SERVICE TITLE:</b> Administrative Contract Specialist, M1	<b>TITLE CODE NO.:</b> 10095-01
<b>OFFICE TITLE:</b> Deputy Director, Elementary School Programs	<b>SALARY:</b> \$49,492 to \$136,198
<b>DIVISION/WORK UNIT:</b> Out of School time	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS:</b> 35 Hours Per Week	<b>NUMBER OF POSITIONS:</b> 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 throughout New York City; its Out of School Time (OST) Program is the nation's largest municipally financed after-school initiative funding over 500 programs and serving 56,000 young people. The 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.

OST is seeking a Deputy Director to help lead its newly formed Elementary School portfolio. Under the supervision of Director of ES Programs, with latitude for the exercise of independent action and decision making, the Deputy Director will perform the following duties:

- Provide direct supervision to program manager(s) engaged in program management of ES programs; 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 program plans and budgets. Provide technical expertise for contract negotiations and development.
- Conduct site visits during program hours.
- Provide technical assistance and directs corrective action for underperforming CBO contractors.
- Assemble providers and lead interactive training and contracting sessions.
- Represent OST in public meetings.
- Advance knowledge of OST sites by providing technical assistance and sharing resources to promote program quality.
- Evaluate contract performance reports, and prepare independent analysis of program performance.
- Analyze and monitor longitudinal performance of contractors and initiative; including annual performance reports.
- Become proficient and provides training to CBOs on DYCD Online's web-based program management system.
- Make summary reports to higher administrative levels along with recommendations to improve program performance.
- Prepare standard reports as designated by higher management.
- Other projects and tasks as needed to support the OST unit and its programs.

**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 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 #149231**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://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\***

<b>POST DATE: 4/15/2014</b>	<b>POST UNTIL: Filled</b>	<b>JOB ID: 149231</b>
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**The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.**