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| <b>CIVIL SERVICE TITLE:</b><br>Administrative Contract Specialist, M1 | <b>TITLE CODE NO.:</b><br>10095-01                                    |
| <b>OFFICE TITLE:</b><br>Deputy Director of Field Operations           | <b>SALARY:</b><br>\$49,492 to \$90,000 (annually)                     |
| <b>DIVISION/WORK UNIT:</b><br>Program Operations/CD                   | <b>WORK LOCATION:</b><br>156 William Street, New York, New York 10038 |
| <b>HOURS:</b><br>35 Hours Per Week                                    | <b>NUMBER OF POSITIONS:</b><br>2                                      |

**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. DYCD is the designated Community Action Agency for New York City, and administers federal Community Services Block Grant (CSBG) funded programs to assist low income individuals and families to attain the skills, knowledge, motivation and opportunities they need to become self-sufficient and productive members of their communities.

DYCD is seeking a Deputy Director to help lead its Community Development Operations portfolio. Under the supervision of the Director of Field Operations, with wide latitude for independent action and decision making, the Deputy Director will perform the following duties:

- Provide direct supervision to assigned contract managers involved in contract management, development and monitoring of CD Operations contracts and ensure that staff provide effective oversight.
- Review site visit reports prepared by contract managers using the Program Quality Monitoring Tool and ensure they and all contract monitoring instruments are completed in a timely and efficient manner.
- Ensure that Work Improvement and/or Corrective Action Plans are completed and submitted in a timely manner.
- Provide technical assistance to underperforming contractors and assist CBOs generally to identify resources, strengthen linkages and referrals, and refine practices.
- Review budgets, programmatic and contract documents for final approval. Provide technical expertise for contract negotiations and development.
- Provide technical support for staff and CBOs as well as coordinate trainings with the Capacity Building Unit.
- Accompany contract managers on-site visits during program hours (may include weekends and evenings).
- Monitor each CBO's program design, work scope and other documentation and procedures to ensure they remain aligned with the stated programmatic goals and objectives as per the Request for Proposal and contract.
- Coordinate with ACCO, CAFD, and other DYCD departments the flow of contract development.
- Become proficient and provide training as needed to CBOs on DYCD's web-based program management system, Capricorn, as well as DYCD's protocols (e.g. case management standards).
- Provide regular updates to supervisory staff concerning poor performing programs along with recommendations to improve program performance.
- Monitor and analyze longitudinal performance of contractors and programs, and provide periodic reports.
- Prepare reports and carry out special assignments, tasks and projects as assigned by the Director and Assistant Commissioner.
- Supervise the preparation and facilitation of the quarterly provider meetings for each program area.
- Prepare staff evaluations.
- Assist with developing new program areas and Request for Proposals.
- Represent DYCD at public meetings, conferences, symposia and other forums.
- Other duties as assigned.

**PREFERRED SKILLS:**

1. Knowledge of New York City contracting processes.
2. Must possess strong oral and written communication, organizational and analytical skills.
3. Strong ability to juggle multiple projects and priorities at once.
4. Demonstrated working knowledge of target populations shown through management of relevant programs.
5. Extensive experience in and working knowledge of developing human services programs and program budgets.
6. Computer literate with advanced skills in Microsoft Office: Word, Excel, Power Point and Access.

**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 #151679**

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\***

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| <b>POST DATE:</b> 6/4/2014 | <b>POST UNTIL:</b> Filled | <b>JOB ID #:</b> 151679 |
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**The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.**