

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Staff Analyst-(Non-Managerial) formerly M1	<b>TITLE CODE NO.:</b> 1002A-(Non-Managerial) formerly M1
<b>OFFICE TITLE:</b> Deputy Director, Evaluation	<b>SALARY:</b> \$56,937-\$88,649 (Annual)
<b>DIVISION/WORK UNIT:</b> Evaluation	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS:</b> 35 Hours Per Week (minimum)	<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 (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. A dramatic expansion of the Out of School Time (OST) system now underway will require system-wide evaluation. In addition, the agency has recently developed and refined online reporting systems to collect program and participant data and has entered into data-sharing agreements (e.g., with the Department of Education (DOE)) which create new opportunities for evaluation of program impacts and participant outcomes.

Under the direction of the Senior Director of Evaluation, the Deputy Director will be responsible for the following tasks:

- Assist in the design and implementation of evaluations and perform quantitative analysis to support DYCD executive staff and divisions throughout the agency;
- Work with the Senior Director of Evaluation, independent evaluation consultants, DOE, and DYCD program and planning staff to carry out system-wide evaluations of the OST system, which is being expanded to enhance services for middle school students and which currently comprises a network of K-12 afterschool programs in public and non-public schools, libraries, and community centers;
- Assist the Senior Director of Evaluation to monitor evaluation work performed by independent evaluators;
- Critique draft evaluation reports and analyses by independent evaluators and recommend areas for further inquiry and analysis, as appropriate;
- Support the Director of Evaluation by preparing evaluation summaries and reports, testimony, memoranda, correspondence and other written material for hearings, oversight entities and the public;
- Assist in spearheading efforts to develop DYCD's in-house capacity to design and carry out program evaluations across a range of program areas, such as DYCD Beacon Community Centers, CSBG-funded anti-poverty programs, literacy, youth employment, and mentoring programs
- Conduct statistical analyses of agency data drawn from DYCD's management information systems and work with the Senior Director of Evaluation and DYCD program, planning and IT staff to develop reporting mechanisms; and
- Work with DYCD program administrators and planners to refine agency performance measures.

**PREFERRED SKILLS:**

- Relevant program evaluation experience *strongly* preferred.

**MINIMUM QUALIFICATIONS:**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, 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**

**#152193**

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 public library\***

**POST DATE: 6/13/2014**

**POST UNTIL: Until Filled**

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