

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Program Manager	SALARY: \$50,752 to 76,478 (Annual)
DIVISION/WORK UNIT: Out of School Time	WORK LOCATION: 161 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 21

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 and its Out of School Time (OST) Program is the nation's largest municipally financed after-school initiative. OST seeks to strategically support community-based organizations to offer high quality afterschool services through funding, monitoring, coaching, capacity building, evaluation and advocacy. The OST Initiative supports the City's recent education and social service reforms through a coordinated network of more than 557 programs serving more than 58,000 young people.

Under the supervision of an Out of School Time (OST) Deputy Director, with latitude for the exercise of independent action and decision making, the Associate Contract Specialist will be responsible for monitoring 30 sites and perform the following duties:

- Monitor and evaluate Community-Based Organization (CBO) OST contractors.
- Review and approve program plans and budgets.
- Conduct site visits during late afternoon and early evening hours.
- Provide technical assistance and directs work improvement or corrective action for underperforming CBO contractors.
- Participate in contract negotiations.
- Advance knowledge of OST sites by providing technical assistance and sharing resources to promote program quality.
- Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments.
- Evaluate contract performance reports, as well as agency fiscal documents to ensure contract compliance.
- Become proficient and provides training to CBOs on DYCD Online, DYCD's innovative, 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:

- Background in working with community-based organizations.
- Experience or knowledge of after school or other youth development programming.
- Strong written and verbal communication skills.
- Computer literate with advanced knowledge of Microsoft: Word, Excel, and Outlook.
- Familiarity with DYCD's data system DYCD Online preferred.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, fiscal/financial management, or project management; or

2. A four year high school diploma, or its educational equivalent, and six years of full-time, satisfactory professional, technical or administrative work experience in one or more of the fields cited above; or

3. Education and/or experience equivalent to "1" or "2" above. College credits obtained from an accredited college may be substituted for experience on the basis of 30 college semester credits for one year of experience as described in "1" above.

However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least two years of full-time 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

#154491

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: 7/8/2014

POST UNTIL: 7/21/2014

JOB ID #: 154491

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