

JOB VACANCY NOTICE

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

We are seeking applicants to provide leadership for its Beacon Program. Under the supervision of the Deputy Director and Director with latitude for the exercise of independent action and decision making, oversees Beacon contracts and helps to maintain and generate critical information needed for reporting and analysis. Also provides recommendations to increase program quality.

Duties will include but not be limited to:

1. Working with contractor staff to implement effective and quality Beacon services
 2. Reviewing the development of classroom activities, educating and training contractors in the field of youth services, and building relationships and providing resources as a step toward system-wide integration
 3. Reviewing the quality of service and coordinating all communication with DYCD staff and Beacon contractors regarding contract and programming requirements
 4. Reviewing and approving program plans and budgets
 5. Analyzing performance data and providing technical assistance and directing corrective action for underperforming contractors
 6. Overseeing contract negotiations; and following up with contractor(s) to ensure timely completion and submission of documents
 7. Ensuring compliance with contractual requirements, including enrollment and evaluation of program processes
 8. Performing other duties as assigned or directed
 9. Carry out special assignments, tasks and projects as assigned by the Deputy Director, Director and Assistant Commissioner
- Field Monitoring*
- Conduct at least 4 visits during the contract year per contract under your portfolio. At a minimum the visits include one in the summer, a school year baseline (start up), annual program support, annual quality assessment, evening and weekend as needed.
 - Assess and monitor contract and program compliance via the DYCD Online System or by the DYCD Program Quality Management Tool.

PREFERRED SKILLS:

1. Strong oral and written communication skills and interpersonal skills.
2. Experience in program management and development, preferably in the field of human service programs and youth development; direct experience working with youth.
3. Ability to make presentations at public meetings and conferences.
4. Proficient in MS Office applications.

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
#156939**

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: 7/30/2014	POST UNTIL: Until Filled	JOB ID #: 156939
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