

<b>CIVIL SERVICE TITLE:</b> Associate Contract Specialist	<b>TITLE CODE NO.:</b> 40562
<b>OFFICE TITLE:</b> Contract Manager	<b>SALARY:</b> \$50,752 to \$76,478 (Annual)
<b>DIVISION/WORK UNIT:</b> Community Development Operations	<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
<b>JOB DESCRIPTION:</b>	
<p>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.</p> <p>To maximize the impact of CSBG funding, DYCD targets funds to low-income communities, which it designates as Neighborhood Development Areas (NDAs). DYCD is seeking a Contract Manager who, under supervision, with latitude for the exercise of independent action and decision making, will manage a portfolio of NDA contracts and perform the following duties:</p> <ul style="list-style-type: none"> <li>• Perform site visits (may include weekends and evenings) using the Program Quality Monitoring Tool and share feedback with CBO contract providers</li> <li>• Review and approve program plans and budgets</li> <li>• Analyze and evaluate program data in Capricorn (DYCD's web-based program management system), contract performance reports as well as agency audits and fiscal documents to ensure contract compliance</li> <li>• Provide technical assistance and direct corrective action for underperforming CBO contractors</li> <li>• Participate in contract negotiations</li> <li>• Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments</li> <li>• Evaluate contract performance reports; make summary reports to higher administrative levels along with recommendations to improve contractor performance</li> <li>• Make final evaluation of contract performance at expiration of contract</li> <li>• Coordinate quarterly provider meetings</li> <li>• Performs other duties as assigned or directed.</li> </ul>	
<b>PREFERRED SKILLS:</b>	
<ul style="list-style-type: none"> <li>• Excellent oral and written communication and interpersonal skills.</li> <li>• Professional telephone manner.</li> <li>• Well organized and detailed oriented.</li> <li>• Proficient with computers, including experience with Microsoft Excel and Word.</li> </ul>	
<b>MINIMUM QUALIFICATIONS:</b>	
<p>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</p> <p>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</p> <p>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.</p> <p>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.</p>	
<p><b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL</b>  <b>NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT</b>  <b>Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.</b></p>	
<p>To APPLY:  <b>Search for the Job ID</b>  <b>#161808</b>            External Candidates please go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a>            Current NYC employees please go to <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a></p>	
<p>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.</p> <p><b>*If you do not have access to a personal computer, please visit your local library*</b></p>	
<b>POST DATE: 08/19/14</b>	<b>POST UNTIL: UNTIL FILLED</b>
<b>JOB ID #: 161808</b>	