

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Technical Assistant Specialist	SALARY: \$50,752 to \$76,478 (Annual)
DIVISION/WORK UNIT: Capacity Building	WORK LOCATION: 156 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 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.

The Capacity Building Unit is a key component of DYCD's strategy in supporting quality programming for children, youth and families. The purpose of this unit is to increase capacity of DYCD-funded nonprofits to achieve positive outcomes for youth, families, and communities by:

- *Enhancing* program quality by building knowledge and skills among front-line and supervisory staff
- *Strengthening* the effectiveness of service quality and delivery through improvement of organizational infrastructure
- *Supporting* the adoption of data-driven decision making as the basis for continuous improvement.

The Associate Contract Specialist with the Office of Capacity Building, under the direction of the Assistant Commissioner for Capacity Building, with some latitude for independent judgment, action, and decision making,

- Assists the Assistant Commissioner and Director of Organization Development in the coordinating, planning, and implementation of training and professional development activities for nonprofit staff of DYCD-funded nonprofits.
- Leads planning processes with external and internal stakeholders to responsibly and effectively deploy training and consulting services to DYCD-funded nonprofits for the purposes of improving program quality and organizational functioning
- Provides oversight of consultant contracts to ensure they offer well organized, thoughtful, practitioner-focused, evidence-based technical assistance services
- Supervises administrative, legal, and financial processes to ensure that contracts are registered; consultants comply with DYCD requirements; and receive timely reimbursement for services delivered
- Monitors service quality, spending and compliance
- Cultivates and supervises partnerships with consultant organizations that can support DYCD's capacity building goals
- Identifies new resources and potential partners, including opportunities for DYCD to contribute to field building
- Coordinates with DYCD Staff to identify program needs; includes coordination of internal workgroups, needs assessments, co-facilitation with consultants, sharing research, etc.

PREFERRED SKILLS:

- Demonstrated consulting experience or contract management experience
- Strong written and verbal communication skills; detail oriented; and ability to analyze data
- Ability to multi-task and work in a fast paced environment
- Exceptional computer skills and experience using Microsoft Excel, Word, and PowerPoint
- Knowledge of nonprofit, youth development, afterschool and workforce development fields
- Master's Degree is 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 candidate 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
164952**

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:8/29/2014

POST UNTIL: 9/12/2014

JOB ID #: 164952

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