

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Manager (Non-Managerial) L2	TITLE CODE NO.: 1002C
OFFICE TITLE: Director of Human Resources	SALARY: \$49,492 to 100,000(Annual)
DIVISION/WORK UNIT: Human Resources	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 (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.

The Department of Youth and Community Development’s workforce is rapidly growing as it takes on new initiatives to better serve the City of New York. As a result of this growth and the increased recruitment via civil service lists, DYCD’s Human Resources (HR) Office is reorganizing and expanding. We are looking for a Director of Human Resources, who will report to the Assistant Commissioner for Human Resources and Staff Development. The Director of Human Resources will provide leadership and oversight of Human Resources functions and assistance in carrying out the mission of the DYCD. The Director is responsible for planning and executing HR initiatives and developing and implementing policies and procedures.

Primary responsibilities include but are not limited to the following:

- Oversee the personnel services in the recruitment, selection and orientation of new employees as well as the administration of employee benefits and incentive programs.
- Ensure compliance with federal, state, and city rules and regulations, labor laws and collective bargaining agreements.
- Work directly with department managers to assist them in carrying out their responsibilities on personnel matters, i.e. assist management in the preparation and administration of the annual performance review.
- Assist with the management of employee relations issues, investigations, and guide conflict resolution.
- Partner with the Agency’s General Counsel Office, Equal Employment Officer, and management on personnel and labor relations matters and all efforts to encourage diversity, equal opportunity and the fair and impartial treatment of all DYCD employees.
- Maintain knowledge of Human Resources trends and employment legislation to ensure Agency’s compliance.
- Organize efficient and effective Human Resources processes.
- Participate on committees and special projects and represent the Assistant Commissioner at meetings.

PREFERRED SKILLS:

- Knowledge of City of New York regulatory and personnel guidelines and civil service laws;
- Proficient in the use of NYCAPS, Excel, and Word. Basic knowledge of PowerPoint.
- Ability to appropriately plan and organize; administer and prioritize;
- Ability to communicate effectively verbally and in writing;
- Ability establish and maintain effective working relationships with employees and the public;
- Ability to maintain composure and communicate effectively under stressful conditions;
- Ability to perform effectively under competing and/or conflicting demands on time and self in a busy environment; skill and tact in dealing with others.
- Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities.
- Ability to perform moderately complex research work.
- Must maintain a high level of discretion and confidentiality

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

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#170094

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 public library

POST DATE: 10/1/2014	POST UNTIL: Filled	Job ID# 170094
-----------------------------	---------------------------	-----------------------

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