

Must currently have **PERMANENT** status in the **Administrative Staff Analyst** title

CIVIL SERVICE TITLE: Administrative Staff Analyst-M1	TITLE CODE NO.: 10026-M1
OFFICE TITLE: Capacity Building Specialist	SALARY: \$49,492.00 - \$85,000.00 (Annual)
DIVISION/WORK UNIT: Capacity Building	WORK LOCATION: 2 Lafayette Street, New York, New York 10007
HOURS 35 Hours Per Week	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 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 over 3,000 contracts.
- 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, organizational functioning and fiscal management processes.
- Leverages knowledge in organization development or fiscal management experience to create, with the help of contracted consultants, engaging, appropriate, impactful interventions such as training, consulting, publications, and panel discussions.
- Provides oversight of consultant contracts to ensure they offer well organized, thoughtful, practitioner-focused, evidence-based technical assistance services related to organizational development and fiscal management.
- 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:

- Subject area expertise in organizational development and fiscal management
- Sophisticated consulting skills such as coaching, meeting facilitation, and intervention design
- Understanding and experience helping nonprofits address organizational and fiscal infrastructure challenges, especially for small and rapidly growing nonprofits
- Knowledge of applied behavioral science interventions, adult learning, or organization development
- Computer literate with working skills in Microsoft Word and Excel
- Excellent communication and interpersonal skills; ability to multi-task in a fast paced environment
- Detail-oriented and team player

MINIMUM QUALIFICATIONS:

1. A master's degree from an accredited college in organization development, organizational psychology, industrial psychology, organizational behavior, management, change management, positive organizational psychology, applied behavioral sciences, knowledge management or leadership development and two years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: organization development, management consulting, strategic planning, conflict mediation, coaching, leadership development, diagnosing organizational needs, process improvement, team building, large group interventions, or succession planning, ; or
2. A master's degree from an accredited college in business administration with a focus on finance, nonprofit finance, nonprofit management, accounting, or operations and two years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: auditing, assessing financial operations, examining financial reports, fiscal policies and procedures, financial compliance, fiscal staff restructuring or fiscal infrastructure planning and design
3. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: program evaluation, contract negotiation/management, fiscal/financial management, or project management; or
4. Education and/or experience equivalent to "1" or "2" 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
#179490

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: 12/29/2014

POST UNTIL:

JOB ID: 179490

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