

NYC Department of
Youth & Community
Development
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Program Manager	SALARY: \$53,074 to \$79,977 (Annual)
DIVISION/WORK UNIT: COMPASS-NYC	WORK LOCATION: 2 Lafayette Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

Must currently have PERMANENT status in the ASSOCIATE CONTRACT SPECIALIST title. If you have not taken and passed a scheduled Associate Contract Specialist Exam in the past, through the Department of Citywide Administrative Services, you are NOT eligible to apply for this position. If you do have permanent status as an Associate Contract Specialist, or have evidence of taking the exam, please include this information on your application.

The Department of Youth and Community Development's Comprehensive Afterschool System of NYC (COMPASS) formerly known as the Out-of-School Time Program is comprised of over 800 programs serving young people enrolled in grades K-12. Through its network of providers, COMPASS offers high quality programs that offer a strong balance of academics, recreation, enrichment, and cultural activities that build 21st century skills. COMPASS providers are awarded funds through a competitive Request For Proposal (RFP) process.

Today, with increased funding and commitment of Mayor de Blasio and his administration, COMPASS is projected to serve 85,000 youth with a budget of \$247.3 million. Changed to COMPASS in 2014 to better name NYC's contribution to building an out-of-school time system providing services afterschool, during holidays and in the summer.

Under the supervision of a COMPASS Deputy Director, with latitude for the exercise of independent action and decision making, the Associate Contract Specialist will be responsible for monitoring 20 sites and perform the following duties:

- Monitor and evaluate Community-Based Organization (CBO) COMPASS contractors.
- Review and approve program plans and budgets.
- Conduct site visits during late afternoon and early evening hours.
- Provide technical assistance and directs work improvement or corrective action for underperforming CBO contractors.
- Participate in contract negotiations.
- Advance knowledge of COMPASS sites by providing technical assistance and sharing resources to promote program quality.
- Provide technical expertise to contractors in the development stages of their contracts and contract/budget modifications or amendments.
- Evaluate contract performance reports, as well as agency fiscal documents to ensure contract compliance.
- Become proficient and provides training to CBOs on DYCD Online, DYCD's innovative, web-based program management system.
- Make summary reports to higher administrative levels along with recommendations to improve program performance.
- Prepare standard reports as designated by higher management.
- Other projects and tasks as needed to support the COMPASS unit and its programs.

PREFERRED SKILLS:

- Background in working with community-based organizations.
- Experience or knowledge of after school or other youth development programming.
- Strong written and verbal communication skills.
- Computer literate with advanced knowledge of Microsoft: Word, Excel, and Outlook.
- Familiarity with DYCD's data system DYCD Online 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 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

179523

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: 9/14/15

POST UNTIL: Until Filled

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