

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095-M1
OFFICE TITLE: Deputy Director of Operations	SALARY: \$51,757 to \$142,430 (Annual)
DIVISION/WORK UNIT: Compass NYC	WORK LOCATION: 2 Lafayette Street, New York, NY
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 community-based organizations (CBOs). DYCD’s central task is to administer available city, state, and federal funds to a wide range of quality programs that positively impact youth and communities.

DYCD’s Comprehensive Afterschool System of NYC (COMPASS), formerly known as the Out-of-School Time (OST) Program, currently serves over 85,000 young people in more than 800 programs across the five boroughs. COMPASS programs offer a balance of academics, recreation, enrichment, and cultural activities to help kids succeed in and out of school and take place after school, during school closing days, and over the summer.

The Operations Unit in COMPASS offers specialized support and guidance to the entire COMPASS initiative with facility set-up and licensing, policy development and compliance, contract compliance and performance, data analysis and interpretation, unit operations and efficiencies, communication, and marketing. DYCD is seeking a Deputy Director of Operations who will supervise the Operations Manager and Program Analyst and will report to the Director of Operations. The Deputy Director of Operations must remain informed of all COMPASS Operations but will primarily manage COMPASS financials.

Key tasks include:

- Oversight on COMPASS Operations and review of programmatic data
- Be knowledgeable about all of COMPASS finances , funding streams, and contract actions
- Manage and coordinate the COMPASS Unit AOTPS budget. Ensure all relevant internal units remain updated on projects and initiatives in a timely manner.
- Oversee contract changes for the unit. This includes:
 - Facilitating the relocation, reassignment, and contract adjustments between COMPASS staff, community based partners, and facilities
 - Ensuring the COMPASS Contract Development and Support Unit, COMPASS Quality Assurance Unit, and other internal DYCD Units remain apprised of major changes.
- Conduct data analysis for internal and external stakeholders and communicate issues in a concise and clear manner.
- Conduct performance and compliance analysis
- Inform key personnel of escalating issues and recommend solutions to address them.

PREFERRED SKILLS:

- Advanced excel skills. Must have familiarity navigating large data sets.
- Knowledgeable about afterschool programs.
- Excellent communication skills.
- Experienced in financial management.
- Superior project manager.
- Prior leadership experience working in a DYCD funded contract.
- Experienced managing multiple projects while remaining detailed oriented.
- Comfortable working independently within a team environment.
- Familiarity with City procurement rules and City oversight agencies.

MINIMUM QUALIFICATIONS:

1. 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 negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration.
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel 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
189572
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: 04/03/2015

POST UNTIL: Until Filled

JOB ID #: 189572

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