Department of Youth & Community Development

JOB VACANCY NOTICE

Applicants will be appointed from Civil Service List in list order or must already have Permanent status in title

CIVIL SERVICE TITLE: Principal Administrative Associate III	**TITLE CODE NO.:** 10124 - 03
OFFICE TITLE: Administrative Coordinator	**SALARY:** $59,516 to $79,091 ($51,753 with less than 2 years of City service)
DIVISION/WORK UNIT: Vulnerable and Special Needs Youth	**WORK LOCATION:** 2 Lafayette Street, New York, New York 10007
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.

DYCD runs a range of services for Runaway and Homeless Youth (RHY) that includes Drop-in Centers, Crisis Shelters, Transitional Independent Living programs, and Street Outreach and Referral Services. DYCD's Runaway and Homeless Youth (RHY) services are designed to protect runaway and homeless youth and reunite them with their families whenever possible. We also offer specialized programming for runaway and homeless pregnant and parenting youth, sexually-exploited youth and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) youth. We are committed to providing all runaway and homeless young people with the resources they need to get off the streets and stabilize their lives. DYCD is seeking a Principal Administrative Associate III in the Vulnerable and Special Needs Youth unit to work towards its efforts to support CBO's to assist and work with at-risk, homeless, runaway, and vulnerable youth in NYC. Under the supervision of the Assistant Commissioner and RHY Director, the Principal Administrative Associate III will perform the following duties:

- Make onsite field visits to contractors by observing conditions and examining records in order to obtain firsthand information regarding services.
- Participate in departmental staff meetings in order to keep staff informed of departmental goals and changes in programs, policies, and procedures.
- Represent department by attending meetings and reporting information gained of relevant matters.
- Monitor training programs by observing sessions and reviewing report systems.
- Interpret policies and procedures by researching and reviewing documents in order to prepare requested information for supervisor.
- Liaison between contracted sites to obtain information and provide feedback.
- Provide technical assistance in operation and programming by analyzing problems and recommending solutions.
- Respond to requests for information concerning administrative, fiscal, and periodic standardized activity reports, and other priority data.
- Draft and edit letters, memos, and other correspondence.
- Create and develop projects and assignments conferring with staff, setting goals, milestones and measuring achievement and effectiveness.
- Conduct training sessions, workshops, and other duties as assigned.

PREFERRED SKILLS:

- Excellent communication skills (written & oral)
- Previous executive level administrative experience
- Proficiency in Microsoft Office & Outlook
- Detail oriented & high level organizational skills
- Professional, positive demeanor with strong interpersonal skills
- Possess a keen attention to detail and be extremely well organized
- The ability to exercise independent judgment & manage multiple priorities

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in **"1"** above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in **"1"** above; or
4. Education and/or experience equivalent to **"1"**, **"2"** or **"3"** above. However, all candidates must possess the one year of administrative or supervisory experience as described in **"1"** above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in **"1"** above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

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
 # 196945
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: 6/25/15	**POST UNTIL: FILLED**	**JOB ID #: 196945**

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