

CIVIL SERVICE TITLE: Administrative Contract Specialist-Managerial Level 1	TITLE CODE NO.: 10095-M1
OFFICE TITLE: Deputy Director of Elementary School Programs	SALARY: \$52,210 to \$85,000 (Annual)
DIVISION/WORK UNIT: COMPASS	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.

Comprehensive After- School System (COMPASS) formerly known as Out of School Time (OST) seeks to support community-based organizations high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. COMPASS is DYCD's largest initiative, serving over 94,000 youth through over 900 programs after school, during school closing days, and over the summer.

COMPASS is seeking a Deputy Director of Elementary School Programs to help lead its Elementary School portfolio. Under the supervision of Director of Elementary School Programs, with latitude for the exercise of independent action and decision making, the Deputy Director will perform the following duties:

- Provide direct supervision to program manager(s) engaged in program management; ensuring all site visits using the Program Quality and Monitoring Tool are completed in a timely and efficient manner and that all contract monitoring instruments are appropriately and accurately completed.
- Review and approve program plans and budgets. Provide technical expertise for contract negotiations and development.
- Conduct site visits during program hours.
- Provide technical assistance and directs corrective action for underperforming CBO contractors.
- Assemble providers and lead interactive training and contracting sessions.
- Represent COMPASS in public meetings
- Advance knowledge of COMPASS sites by providing technical assistance and sharing resources to promote program quality.
- Evaluate contract performance reports and prepare independent analysis of program performance.
- Analyze and monitor longitudinal performance of contractors and initiative; including annual performance reports.
- Prepare summary reports to higher administrative levels along with recommendations to improve program performance.

PREFERRED SKILLS:

- Minimum of four years of relevant experience, at least eighteen months of which should have been in executive or managerial capacity.
- Experience supervising professional staff.
- Background in working with community-based organizations.
- Experience or knowledge of youth development programming.
- Strong written and verbal communication skills.
- Advanced knowledge of Microsoft Excel.
- Demonstrated working knowledge of target populations shown through serving elementary school aged youth.
- Knowledge of New York City contracting process.

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; or
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

215823

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: 9/23/2015

POST UNTIL: FILLED

JOB ID #: 215823

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