



**DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT
JOB VACANCY NOTICE**



CIVIL SERVICE TITLE: Associate Contract Specialist	TITLE CODE NO.: 40562
OFFICE TITLE: Program Manager	SALARY: \$53,962 to \$70,709 (\$46,923 with less than two years of City service)
DIVISION/WORK UNIT: In School Youth	WORK LOCATION: 161 William Street, NYC
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The In-School Youth (ISY) program provides year-round services to at-risk high school juniors and seniors who meet certain eligibility requirements. ISY services are provided by 40 contractors in all five boroughs. The program promotes skills attainment, drop-out prevention, and high school graduation or attainment of a GED.

Under the supervision of the Director and Deputy Director of the In-School Youth (ISY) Programs, with latitude for the exercise of independent action and decision making, the ISY Program Manager will perform the following duties:

- Provide trainings to In-School unit staff as well as staff from the In-School Youth programs on the DYCD online system.
- Develop and implement systems that will assist the unit with the management and oversight of the In-School Youth programs including administrative reports.
- Assist with the quantitative and qualitative analysis of the In-School Youth programs. Reviews and approves program plans and budgets.
- Analyze program statistical data & prepare reports, graphs, and charts for reporting, promotional, tracking, evaluation & strategic planning purposes.
- Prepare unit reports including – biweekly reports, accomplishment reports, data & program summary reports (i.e. MMR, OMB), briefing reports (i.e. Town Hall Mtgs), presentations, testimonies, etc.
- Respond to internal and external inquiries on the In-School Youth programs including requests for information, presentations, fairs, etc.
- Provide technical assistance in contract management by analyzing/researching complex problems/ interpreting agency policies and procedures/ federal/ state/ city guidelines, in order to assist staff in work performance.
- Provide technical assistance in contract management by analyzing/researching complex problems to ensure contractual obligations such as performance goals and milestones are met.
- Coordinate unit meetings with staff and In-School Youth programs.
- Prepare written correspondence and status reports on the various In-School Youth initiatives and programs.
- Coordinate communication of information to the In-School Youth programs, as well as maintain updated contact information for the In-School Youth program staff in the online system.
- Other projects and tasks as needed to support the In-School Youth unit and its programs.

PREFERRED SKILLS:

Strong communication skills including a professional written and verbal manner. Computer literate with advanced knowledge of Microsoft: Word, Excel, and Outlook.

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, 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.

**APPOINTMENTS ARE SUBJECT TO THE OFFICE OF MANAGEMENT (OMB) APPROVAL.
NYC RESIDENCY IS REQUIRED**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:
Karen Alexander, Assistant Commissioner
NYC Department of Youth and Community Development, Office of Human Resources
156 William Street, 3rd Floor
New York, New York 10038
Or e-mail
Opportunities@dycd.nyc.gov

SUBMISSION OF APPLICATION IS NOT A GUARANTEE OF INTERVIEW

POST DATE: 7-14-08

POST UNTIL: 7-29-08

JVN #: 261-09-002