

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Contract Specialist, M2	TITLE CODE NO.: 10095-02
OFFICE TITLE: Director, DYCD Youth programs at NYCHA Centers	SALARY: \$50,610 to \$135,240
DIVISION/WORK UNIT: DYCD Youth programs at NYCHA Centers	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 hours per week (minimum)	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>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 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.</p> <p>The Department of Youth and Community Development is seeking to hire a Director for its newly created NYCHA Center Program Unit. DYCD will contract with community-based, non-profit organizations to offer children, youth and families a wide range of educational enrichment, recreation, cultural arts and community assistance programs during the after-school, evening, weekend hours, and during the summer. The programs will be located at selected NYCHA Community Centers throughout New York City, and offer activities that create opportunities for empowerment and skill building; development of sound character and positive social norms; and integration of family, school and community supports - all in an environment supervised by caring adult role models.</p> <p>Under the supervision of the Assistant Commissioner for Beacon and Work Readiness Programs, the Director will be responsible for providing direct oversight to ensure implementation of programmatic goals to a staff engaged in effective program management of all programmatic components. Some specific duties of the Director include:</p> <ul style="list-style-type: none"> • Advise the Assistant Commissioner in the development and implementation of all policies, including outcome tracking systems and attendance. • Provide overall supervision to assigned staff engaged in program management/negotiation and monitoring. • Implement senior-level decisions regarding the management processes for contracts. • Serve as a liaison to partnering City Agencies, community-based organizations and other program stakeholders. • Represent the agency at conferences and other forums. • Design and coordinate technical assistance for providers and staff. • Perform related work. <p>Please note that this position requires extensive field work throughout the five boroughs of New York City</p>	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Minimum of six years of relevant experience, at least two of which should have been in an executive or managerial capacity • Experience or knowledge of programming at NYCHA center facilities • Demonstrated working knowledge of target populations shown through management of programs serving elementary, middle and high school aged youth • Valid New York State Driver's License • Background in working with community based organizations, associations, boards, councils, etc. • Excellent communication and correspondence skills • Demonstrated experience in and working knowledge of developing human service program budgets • Knowledge of New York City contracting and contracting processes • Bilingual in English and Spanish • Familiarity with DYCD's data system DYCD Online (currently used by OST, Beacon and Service Learning Programs) • Extensive knowledge of MS Excel, and other software 	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> 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. 	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL ***NYC RESIDENCY REQUIRED WITHIN NINETY (90) DAYS OF APPOINTMENT***</p>	
<p>TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO: Karen Alexander, Assistant Commissioner, Office of Support Services NYC Department of Youth and Community Development 156 William Street, 3rd Floor New York, New York 10038 Or e-mail Opportunities@dycd.nyc.gov Visit www.nyc.gov/dycd</p>	
<p>SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW</p>	
POST DATE: 1/14/09	POST UNTIL: Until Filled
JVN #: 261-09-023	

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