

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Contract Specialist L3	TITLE CODE NO.: 10095 - 03
OFFICE TITLE: Assistant Commissioner for Youth Employment	SALARY: \$65,503 to \$162,014 \$60,740 for less than 2 years of City Service
DIVISION/WORK UNIT: Community Development	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community development services through contracts with a broad network of community-based organizations throughout New York City. DYCD is charged with administering city, state and federal funds supporting a wide range of innovative, practical and quality programming that positively impact youth and communities.

DYCD seeks to appoint an **Assistant Commissioner for Youth Employment** who will, under the direction of the Deputy Commissioner for Community Development, with wide latitude for the exercise of independent action and decision making, develop, implement and oversee the Agency's youth workforce development programs, initiatives and strategies. Specifically, the Assistant Commissioner will:

- Oversee ongoing operations of the agency's youth employment programs, including the Summer Youth Employment Program, the Out-of-School Youth program, the Young Adult Internship Program, and the Ladders for Leaders program.
- Oversee contract management to ensure the contractors' delivery of high quality services, adherence to contractual terms, and compliance with legal requirements.
- Work with the Capacity Building unit to provide technical assistance to contractors on best practices, data collection and reporting, and other elements of successful program implementation.
- Provide direction and leadership in formulating long-term strategies for youth workforce development in New York City through networking with other stakeholders in the system, understanding and effectively communicating policy developments on the national, state and city level, keeping track of research on best practices, and collaborating with other city and state agencies engaged in workforce development.
- Oversee and expand the agency's collaboration with the private sector and foundation community to garner support for existing youth workforce development initiatives, and for the development of new initiatives.
- Work with intergovernmental relations staff to further the agency's understanding of federal, state and city laws and policies as they relate to youth workforce development and engage in legislative activities as appropriate.
- Serve as the agency's representative at meetings, conferences, public hearings and similar events.
- Supervise the Directors of the various youth employment programs on substantive program issues as well as administrative and personnel issues, while creating a cooperative and supportive work environment for staff.
- Perform other duties as needed.

PREFERRED SKILLS:

- At least six years of substantive, relevant and progressively responsible experience in a governmental entity, community based organization, or private sector business.
- Proven strategist with management expertise.
- Advanced degree preferred.
- Strong demonstrated communication skills (both written and oral).
- Familiarity with the diverse communities of New York City.
- Flexible team player with initiative and proven ability to meet deadlines.

At the time of interview, all candidates will be asked to submit relevant writing samples

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

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

Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 7-26-2010

POST UNTIL: Until Filled

JVN #: 261-11-003

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