

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Manager, M1	TITLE CODE NO.: 10025-01
OFFICE TITLE: Deputy Director, Ladders for Leaders Program Operations	SALARY: \$53,373 to \$136,198 \$49,492 for less than 2 years of City Service
DIVISION/WORK UNIT: Ladders for Leaders	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

Launched by Mayor Michael R. Bloomberg on October 10, 2007, the NYC Ladders for Leaders is a joint initiative of the Department of Youth and Community development (DYCD) and Commission on Women’s Issues (CWI). Ladders for Leaders connects high-potential youth to internship opportunities in the public and private sector. Prior to starting their internship, participants receive pre-employment training and attend regular gender-specific workshops throughout the summer.

Under the supervision of the Ladders for Leaders Director of Operations, with latitude to exercise independent judgment, the Deputy Director of Program Operations will be responsible for developing, managing and executing all aspects of the program, including:

- Design, coordinate and facilitate workshops for Ladders for Leaders participants that include work readiness, leadership and life skills.
- Assist in overseeing the on-going operations of the program, managing process, establishing program priorities, ensuring adherence to establish Agency procedures.
- Screen incoming candidates, review essays, resumes and eligibility and assist in the matching of participants with internship opportunities.
- Coordinate communication with participants to ensure program involvement including alerting the youth to program events, scheduling interviews, maintaining attendance, providing ongoing support, and monitoring their progress during their internship phase.
- Support contact with 50+ employers on matters relating to their interns, site visits, student evaluations, student timesheet records and/ or payroll.
- Assist in administering scholarship awards, maintaining contact with students, the Mayor’s Fund and college financial aide offices.
- Compile summary reports, talking points, provide statistical information and similar documentation for senior agency management.
- Implement a year-round follow-up system with program participants that will include the development of an alumni association.
- Develop a newsletter of past inter successes to share with existing and potential employers.
- Plan special events including end of year celebration and interim business recruitment meetings.
- Maintaining a relationship with referring community-based organizations and establishing networks for additional student referral sources.
- Representing the Agency and the program at appropriate forums including potential business recruitment events.
- Supervise agency Staff as necessary.
- Perform other duties as determined by the Director of Operations and/or Assistant Commissioner, Youth Employment Initiatives.

PREFERRED SKILLS:

The Candidate should possess strong communication skills (written & verbal). Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access).

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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: 8-19-2010

POST UNTIL: Until Filled

JVN #: 261-11-006

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