

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Staff Analyst, M2	<b>TITLE CODE NO.:</b> 10026-02
<b>OFFICE TITLE:</b> Director of City Intergovernmental Affairs	<b>SALARY:</b> \$54,740.00-\$146,276.00 (annual)
<b>DIVISION/WORK UNIT:</b> External Relations	<b>WORK LOCATION:</b> 156 William Street, New York, NY 10038
<b>HOURS</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services with a broad network of community-based organizations throughout New York City. Under the direction of the Assistant Commissioner for External Relations, the Director of City Intergovernmental Affairs, with latitude for independent initiative and judgment, will:

- Serve in a sensitive position of trust as a public representative of DYCD.
- Serve as the principal liaison to the City Hall Office of Intergovernmental Affairs.
- Serve as the principal liaison to external relations units at other city agencies.
- Prepare testimony and background materials for City Council hearings.
- Review and prepare comments on relevant legislative proposals.
- Facilitate the Joint Youth Services Planning Committee meetings.
- Facilitate and oversee Interagency Coordinating Council on Youth quarterly meetings.
- Serve as the liaison to community leaders.
- Direct liaison activities and the dissemination of pertinent information regarding DYCD policy and procedures to the 59 Community Boards.
- Develop intergovernmental and community relationships with City elected officials, including Council members, the Public Advocate’s office, and the Borough Presidents’ offices.
- Serve as unit liaison to Discretionary Unit, which administers over \$50 million in City Council funding through human services contracts to community-based organizations.
- Oversee community liaison staff and functions.
- Perform related duties as assigned.
- Coordinate quarterly Youth Board and Youth Council meetings, including preparation of agenda and drafting of minutes.

**PREFERRED SKILLS:**

- Advanced relevant degree preferred, including Masters in Public Administration or Juris Doctor
- Ability to analyze legislation and recommend appropriate agency response
- Knowledge of NYC government policy, procedures and agencies
- Knowledge of social services programs, particularly youth development programs
- Excellent research, writing, and oral advocacy skills
- Excellent interpersonal skills and experience working with diverse communities
- Extensive experience speaking at community events
- Understanding of City budget process
- Experience supervising staff and developing talent
- Experience working collaboratively with not-for-profit agencies and other City agencies

**MINIMUM QUALIFICATIONS:**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, 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  
#141543**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)  
Current NYC employees please go to [www.nyc.gov/ess](http://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 public library\***

**POST DATE: 01/31/14**

**POST UNTIL: Until Filled**

**JOB ID #: 141543**

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