

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Contract Specialist-M4	TITLE CODE NO.: 10095-M4
OFFICE TITLE: Assistant Commissioner for Youth Workforce Development	SALARY: \$68,238-\$176,074 (Annual)
DIVISION/WORK UNIT: Community Development	WORK LOCATION: 161 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 Workforce Development** 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 Workforce Investment Act (WIA) funded In-School and Out-of-School Youth programs and all of the WIA program support units, the Young Adult Internship Program and all Council and private funded youth workforce development programs.
- 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 other city agencies, 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 three Senior Directors who oversee youth workforce program operations, policy development, outcomes tracking, data quality assurance and external reporting 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 as defined by Commissioner of DYCD and Deputy Commissioner for Community Development.

PREFERRED SKILLS:

- At least six years of substantive, relevant and progressively responsible experience in a governmental entity, community based organization, or private sector business.
- Demonstrate successful oversight of Workforce Investment Act (WIA) funded youth programs and familiarity with upcoming Workforce Innovation and Opportunity Act (WIOA) legislation.
- Familiarity with NYC youth workforce development data and payroll systems such as but not limited to CAPRICORN, YEPS and PBMFR.
- Experience with collaborating with federal, state and local agencies such as but not limited to USDOL, NYSDOL, NYS OTDA, SBS, EDC, HRA, CUNY and DOE.
- Advanced degree preferred.
- Strong demonstrated communication skills (both written and oral).
- Familiarity with the diverse communities of New York City.

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 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

179247

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to 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 library

POST DATE: 12/22/2014

POST UNTIL: 01/05/2015

Job ID#: 179247

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