

CIVIL SERVICE TITLE: Community Coordinator	TITLE CODE NO.: 56058
OFFICE TITLE: Human Resource Management Support Specialist	SALARY: \$47,703 - \$74,049 (Annual)
DIVISION/WORK UNIT: Human Resources	WORK LOCATION: 123 William Street, New York, NY 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of quality programs that positively impact youth and communities.

The Department of Youth and Community Development (DYCD) Human Resource's Office is seeking a Human Resources Management (HRM) Support Specialist, who will report to the Assistant Commissioner for Human Resources and Staff Development.

The HRM Support Specialist will have the opportunity to assist with work that falls within the full scope of human resource management functions as s/he assists the Assistant Commissioner for Human Resources and Staff Development. The candidate will perform administrative duties that support human resource management and will interface with all agency staff. The following are the main responsibilities:

- Provide administrative support to the Assistant Commissioner for Human Resources, i.e. scheduling meetings, making photocopies, filing documents, and other clerical functions.
- Provide excellent customer service to DYCD employees. Answer general HR questions and assist in the educating of staff on HR policies, plans, programs, practices, processes, and tools (e.g., Employee Self-Service) to ensure knowledge transfer and enhanced organizational capability related to the management and development of DYCD employees.
- Assist with the administration of annual Citywide employee programs.
- Responsible for entering data into the DYCD Human Resources Information System and maintain the integrity of the data.
- Track and file annual performance reviews. Field questions about the program.
- Assist Assistant Commissioner for HR and Director of Training and Development with training delivery and training needs assessment, as needed.
- Collect HR metrics identifying key trends and recommended improvements.
- Work both independently and within a team on special and nonrecurring and ongoing projects. Act as a project lead for special projects (at the request of the Assistant Commissioner for HR) which may include planning and coordinating multiple presentations, disseminating information, organizing agency-wide events, arranging facilities and caterers, issuing information or invitations, coordinating speakers, and controlling event budget.
- Serve as back-up Out-of-Travel Coordinator responsible for processing out-of-town travel requests. Ensure travel arrangements have been made within the approved City and State guidelines, inclusive of detailed travel plans & itineraries and compile supporting documents for travel-related meetings.
- Compose and prepare correspondence, reports, presentations and other documents as assigned by Assistant Commissioner for HR.
- Performs other duties as assigned.

PREFERRED SKILLS:

Looking for an outstanding professional that possess the following qualifications:

- Strong work tenure of 5 or more years of experience supporting executive management.
- Possess a high degree of proficiency with MS Office products including Word, Excel, Access, Power Point and Outlook.
- Self-motivation and the ability to work both independently and as a reliable team member.
- The ability to remain organized and detail-oriented while working in a fast-paced environment.
- Excellent interpersonal and oral and written communication skills.
- High-level customer service skills and a customer-centric focus.
- Strong analytical reasoning and problem solving skills with the disposition to thrive under pressure.
- The ability to handle and maintain confidentiality with highly sensitive material concerning the department and Assistant Commissioner's role within the organization.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of 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 #184759

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: 2/20/15

POST UNTIL: Until Filled

JOB ID #: 184759

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