

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst-(Non-Managerial) formerly M1	TITLE CODE NO.: 1002A-(Non-Managerial) formerly M1
OFFICE TITLE: Deputy Director, Evaluation	SALARY: \$56,937-\$88,649 (Annual)
DIVISION/WORK UNIT: Planning, Research & Program Development	WORK LOCATION: 2 Lafayette Street, New York NY 10007
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) funds and supports youth and community services through contracts with a broad network of community-based organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, high quality programs that positively impact youth and communities.

The evaluation unit works with all DYCD programmatic units, including the Planning, Research and Program Development and the Capacity Building units; external evaluation firms; representatives of the CBO community and other City agencies and units; as well as other stakeholders. A dramatic expansion of COMPASS (the Comprehensive After School System of NYC) now underway requires system-wide evaluation, which is being conducted by an external evaluation firm. Evaluations of other DYCD initiatives are planned or are underway, some of which will be contracted out and others will be carried out internally.

Reporting to the Senior Director of Evaluation, the Deputy Director will be a "thought partner" with other units to help develop and set goals and outcomes for initiatives and internal trainings, as well as help turn evaluation findings into recommendations for changing the practice of DYCD and its CBOs. Ideally, the Deputy Director will have experience with youth development and community development programs as well with as evaluation and data analysis.

The Deputy Director will be responsible for:

- Evaluating various DYCD initiatives, including designing and drafting evaluation procedures and data collection tools; conducting and overseeing data collection and analysis; and writing reports and briefs for varied stakeholders (data collection activities would include site visits, observing program operations, interviewing program staff, reviewing written and administrative data and records, and other related activities);
- Assisting the Senior Director of Evaluation in monitoring evaluation work performed by external evaluators;
- Critiquing draft evaluation reports and analyses by external evaluation firms and recommending areas for further inquiry and analysis;
- Supporting the Director of Evaluation by preparing evaluation summaries and reports, testimony, memoranda, correspondence and other written material for hearings, oversight entities and the public;
- Presenting evaluation and research results in writing and orally to multiple stakeholders;
- Participating in and conducting meetings with multiple stakeholders, including all DYCD units, external evaluation firms, representatives of the CBO community and other City agencies and units;
- Conducting trainings on program evaluation for DYCD staff and representatives of the CBO community.

PREFERRED SKILLS:

- Relevant program evaluation experience *strongly* preferred.
- Meeting facilitation and training experience strongly preferred.
- Excellent written and oral communication skills.
- Experience with planning, evaluation and technical assistance for social services for youth, adolescents, and vulnerable populations.

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 # 185422

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 public library

POST DATE: 2/27/2015

POST UNTIL: Until Filled

JOB ID #: 185422

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