

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095-01
OFFICE TITLE: Deputy Director of Program Quality and Innovation	SALARY: \$51,757 to \$100,000
DIVISION/WORK UNIT: COMPASS NYC	WORK LOCATION: 2 Lafayette Street, 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 services through contracts with a broad network of community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of innovative, practical, and quality programs that positively impact youth and communities.

DYCD's Comprehensive Afterschool System of NYC (COMPASS) unit seeks to strategically support CBOs to offer high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. As a result of Mayor DeBlasio's expansion of after school services to more than 62,000 students grade 6-8, the COMPASS system now serves over 85,000 young people in more than 800 programs throughout the five boroughs.

DYCD's COMPASS unit is seeking a Deputy Director for Program Quality and Innovation to help manage and support the implementation of the Program Quality and Innovation team, designed to enhance the COMPASS system's program performance.

Reporting to the Director of Program Quality and Innovation, the Deputy Director will identify best practices and assess program performance; develop strategies for improving performance, including tools, policies, and practices; develop new resources with key stakeholder in the field of education, youth development, and enrichment services; work closely with other COMPASS and DYCD units, including Capacity Building, Evaluation, and Program Management; and help create professional development tracks for COMPASS staff and COMPASS CBO providers.

The Deputy Director will be on the COMPASS's management team and supervise content specialists. Some specific duties of the Deputy Director will include:

- Help analyze, interpret and use data to inform decisions within the unit.
- Train COMPASS and CBO staff.
- Identify, develop and support strategic partnerships and strengthen the COMPASS model in the field.
- In collaboration with intra-agency stakeholders such as the Capacity Building unit, help design training and professional development plans to support best practices and better alignment of training and technical assistance.
- Advance program quality through the implementation of system-wide program development strategies.
- Disseminate best practices and professional development strategies by creating practitioner guides and other dissemination and communication strategies.
- Supervise staff, as needed.
- Participate in workgroups and advisory teams.
- Advance COMPASS program quality through development of materials and tools.
- Support and collaborate with a team of content specialists to build and refine curricula, assessment, and management.

PREFERRED SKILLS:

- At least three years of relevant experience in the field of education, teaching and learning, nonprofit management, or public policy.
- Strong writing, copyediting skills, detailed oriented, and ability to research and analyze data.
- Knowledge of academic and social needs of youth in and out of school.
- Excellent computer skills and ability to present data in a user-friendly way.
- Working knowledge of research on afterschool with an emphasis on topics that impact program design.
- Ability to adapt quickly to change and work within a results-oriented, fast-paced work culture.
- Creativity, enthusiasm, and ability to work independently and with multiple stakeholders.

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 #203965

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: 8/10/2015

POST UNTIL: Filled

JOB ID: 203965

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