

CIVIL SERVICE TITLE: Principal Administrative Associate, L2	TITLE CODE NO.: 10124-02
OFFICE TITLE: Principal Administrative Associate, L2	SALARY: \$46,782 to \$68,003 (Annual)
DIVISION/WORK UNIT: Procurement	WORK LOCATION: 2 Lafayette Street, New York, New York 10007
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 throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The ideal candidate will have experience in working within a high volume, high capacity organization and is detail oriented. The candidate will be responsible but not limited to the following:

- Oversee day to day administrative tasks including scanning and maintaining all files
- Interact with providers and fulfilling requests for additional information on registered and pending contracts
- Oversee the scheduling for procurement managers
- Managing intake from DYCD program areas and distribution of all contract actions to the appropriate DACCOs and ADACCOs
- Processing loan applications and subcontractor agreements
- Review and process and route all required documents to oversight agencies
- Oversee the performance evaluation process for DYCD
- Maintaining procurement information on publicly accessed site
- Receives, screens and replies to accurately and promptly telephone or email inquiries, or forwards inquiries to appropriate personnel;
- Coordinate, compile information schedule and conduct proposal debriefings

PREFERRED SKILLS:

- Ability to multi-task in a fast paced environment
- Computer literate with working skills in Microsoft Word and Excel
- Excellent communication and interpersonal skills
- Detail-oriented and team player

MINIMUM QUALIFICATIONS:

*****In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title**

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

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
#204918**

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: 8/7/2015

POST UNTIL: FILLED

JOB ID: 204918

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