



**Department of  
Youth & Community  
Development**  
**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Staff Analyst (Non-Managerial)	<b>TITLE CODE NO.:</b> 1002A
<b>OFFICE TITLE:</b> Project Planner	<b>SALARY:</b> \$ 56,937 to \$ 88,649
<b>DIVISION/WORK UNIT:</b> Capacity Building	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS</b> 35 Hours Per Week (minimum) Temporary Position	<b>NUMBER OF POSITIONS:</b> 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 (CBO) throughout New York City. DYCD's 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 Capacity Building Unit is a key component of DYCD's strategy in supporting quality programming for children, youth and families. The purpose of this unit is to increase the capacity of DYCD-funded nonprofits to achieve positive outcomes for youth, families, and communities by:

- *Enhancing* program quality by building knowledge and skills among front-line and supervisory staff.
- *Strengthening* the effectiveness of service quality and delivery through improvement of organizational infrastructure.
- *Supporting* the adoption of data-driven decision making as the basis for continuous improvement.

The Unit employs two main strategies: 1) technical assistance to build stronger organizations and programs and 2) professional development to build competencies of individual staff. Over the past two years, an increasing percentage of the Unit's work has been focused internally on quality assurance efforts for DYCD.

The Project Planner will have responsibility for supporting summer content partnerships and pilots in support of DYCD's programmatic goals. In addition, the Project Planner will support the creation of training plans for DYCD's internal program monitoring performance management system. Reporting to the Assistant Commissioner for Capacity Building, the Project Planner will work in collaboration with the other staff in the capacity building unit. Specific duties include:

- Develop systems to track supplies, invoices, spending, activities, and outcomes from summer pilots
- Communicate with content partners to develop training plans, coordinate logistics, ensure that space is available, and provide support at the trainings as needed
- Provide guidance and support to afterschool programs to quickly and effectively launch summer pilots
- Coordinate with the director of evaluation to identify indicators to assess the impact of the pilots
- Assist with the development of training plans for DYCD's program quality monitoring tool and co-facilitate training sessions

**PREFERRED SKILLS:**

- Demonstrated project management or consulting experience
- Strong written and verbal communication skills; detail-oriented; and ability to analyze data
- Ability to multi-task and work in a fast-paced environment
- Exceptional computer skills and experience using Microsoft Word, Excel, and PowerPoint
- Knowledge of nonprofit, youth development, after school or workforce development fields

**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 #149995**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://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: 05/01/2014**

**POST UNTIL: until filled**

**149995**

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