



CITYWIDE JOB VACANCY NOTICE

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

CIVIL SERVICE TITLE: Administrative Director of Social Services

LEVEL: M-2

TITLE CODE NO: 10056

SALARY RANGE: \$54,740 - \$146,276

NON-CITY MINIMUM: \$54,740

CITY MINIMUM: \$59,032

OFFICE FUNCTIONAL TITLE: Special Project Manager for Program
Planning and Budget Coordination

NUMBER OF POSITIONS: 1

DIVISION/WORK UNIT: Child Care and Head Start

WORK LOCATION: 66 John Street, Manhattan

* *Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.*

This position reports to the Deputy Commissioner for Child Care and Head Start and is responsible for the overall coordination of programmatic and budgetary planning and analysis for the ACS Division of Child Care and Head Start.

The Senior Project Manager for Program Planning and Budget Coordination will have significant leadership accountability for coordinating CCHS program planning and operations with child care budgetary planning and analysis. With wide latitude and expectation for the exercise of independent action and decision making subject to review by the Deputy Commissioner and/or senior division managers, the position is also responsible for developing and implementing program policy and strategy on the basis of data analysis and in compliance with city, state, and federal laws and regulations. Specific responsibilities include but not limited to:

- Oversee the coordination of the Division's strategic direction with the ACS Strategic Plan, EarlyLearn NYC objectives and other ad hoc goals and strategies
- Coordinating with ACS Financial Services, design and oversee quantitative and qualitative data analysis to assess compliance with CCHS program objectives and budget targets
- Provide official liaison with ACS Financial Services and MIS to jointly plan, prioritize, and manage special data analysis projects
- Update, refine and expand the community needs analysis to ensure alignment between services provided and community need
- Maintain effective relationships with key city, state, and federal agencies
- Assist the Deputy Commissioner in short and long-term budget planning and evaluation of program success
- Collaborate with the Division of Policy and Planning to coordinate performance indicators and progress reporting for the CCHS Division and to better integrate CCHS data and information within the broader context of the agency
- Oversee, establish and guide research projects related to CCHS to inform policy and planning and inform program development

The Senior Project Manager for Program Planning and Budget Coordination also works closely with the ACS Office of Financial Services, Office of General Counsel and the Division of Administration on financial, contractual, facility related and technological issues. The Senior Project Manager will also work collaboratively with the Office of the Mayor and with key external organizations, as well as representing the Division at public forums and meetings.

PREFERRED QUALIFICATIONS:

The preferred candidate should possess the following: Proven track record in managing a large-scale initiative or program; experience working in a governmental or direct-service organization; strong written and oral communication skills; ability to work as part of a team, as well as independently; should possess strong fiscal, analytical and leadership skills.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, (civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

ADDITIONAL REQUIREMENTS:

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:

ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS **Intranet** and select the 'Jobs' icon.

ALL OTHER APPLICANTS: Visit the www.nyc.gov/acs internet page and select the 'Work at ACS' link.

Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted

Submission of application is not a guarantee that you will receive an interview.

POST DATE: 4 / 20 / 12

POST UNTIL: 5 / 4 / 12

JVN: 067-12-10793C

Michael R. Bloomberg
Mayor

Ronald E. Richter
Commissioner

*The City of New York and the Administration for Children's Services are Equal Opportunity Employers **Committed to Diversity***