



Job Title	Project Manager for Special Services
PVN ID	VA-1508-000662
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	NYC Human Resources Administration/FIA C
Status	Full Time
Annual Salary	\$65,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 06, 2015 (Or Until Filled)

General Description

The New York City Human Resources Administration (HRA) provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services, including: temporary cash assistance, public health insurance, food stamps, child care, adult protective services, domestic violence assistance, HIV/AIDS support services and child support enforcement. The Family Independence Administration (FIA) employees help provide unique individual services that offer sustainable employment plans and self-sufficiency support to overcome barriers to employment.

Through an HRA grant-funded position with the Research Foundation of the City University of New York, the Project Manager will work within the Family Independence Administration (FIA) Contracts, Budget, and Special Services.

Other Duties

Under the direction of the Assistant Deputy Commissioner of FIA Contracts, Budget, and Special Services, the Project Manager will assist in ongoing management of administrative processes, special services, and robust programmatic analyses for existing HRA employment and training programs which serve over 100,000 New Yorkers per year. The Project Manager will also develop and oversee innovative special projects to help increase the self-sufficiency of New Yorkers.

Specific programs/projects on which the Project Manager will work include (but may not be limited to): services such as the Work Progress Program (subsidized jobs for youth), Jobs-Plus (employment services for public housing residents), and new employment/education services for youth and young adult HRA clients.

Duties and Responsibilities:

- Oversee process flow mapping and redesign of administrative structures and systems for new employment services, working with systems developers and program administrators
- Query robust HRA administrative data and conduct analyses of results to make policy and process recommendations to senior-level program managers
- Oversee existing special projects that involve relationships with other City agencies and service-providing organizations (e.g., employment services work groups, client financial counseling initiatives, State-funded career pathways programs)
- Develop relationships and liaise with outside organizations to develop special projects for employment and training services that serve sub-groups of HRA clients and see these projects through the entire project life cycle
- Provide support in procurement and budget for special projects
- Other projects and tasks, as needed

Qualifications

Minimum Qualifications/Requirements:

A bachelor's degree from an accredited college or university and two years of satisfactory full-time professional experience in a related field.

Preferred Skills:

- Highly organized with strong attention to detail and ability to work independently
- Ability to see projects and tasks through to completion, on tight deadlines when necessary
- Positive attitude and solutions-focused thinking
- Eagerness to learn and take on new tasks
- Proficiency in using Excel and in conducting quantitative data analyses