

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Community Relations Specialist	<b>Level:</b> NM
<b>Title Code No:</b> 1002F	<b>Salary:</b> \$53,051.00/\$57,210.00-140,066.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Capacity Planning Manager	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> CPD/Assistant Commissioner Adult Capacity	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3193 <b>POSITION:#</b> 11

**Job Description**

The NYC Department of Homeless Services seeks 2 Administrative Community Relations Specialist, NM to serve as Capacity Planning Managers. Reporting directly to the Executive Director of Planning and Procurement (M3), the Capacity Planning Managers will be responsible for managing the successful implementation of a portfolio of shelter capacity projects for both the Adult and Family system. Under the supervision of both the Assistant Commissioner and the Executive Director, the Planning Manager will:

Develop and maintain relationships with developers, landlords and providers in an effort to bring on capacity that best meets the programmatic needs of each homeless population;

Conduct budget negotiations related to new capacity, new needs for existing capacity and capacity brought in under an RFP process;

Perform site visits to potential capacity options with a CPD inspector in an effort to quickly assess the viability of a project from a building perspective as well as from a project management perspective focusing on timeframes and quick implementation;

Report out any potential delays or areas of assistance needed in order to move projects forward;

Maintain a viable list of properties for both short and long term use, and be able to manage both long and short term projects to completion; and,

Interact with OTDA for all site inspections related to bringing a site to approval for opening. (11,1922)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and eight years of satisfactory, full-time experience as described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 4 years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience,

but not for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 2 years. However, all candidates must possess a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

**Preferred Skills**

N/A

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 8/26/2016

**Post Until:** 9/12/2016

**JVN:** 071-2017-257723

**The City of New York is an Equal Opportunity Employer.**