

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

Civil Service Title: Administrative Community Relations Specialist	Level: NM
Title Code No: 1002F	Salary: \$53,051.00/\$57,210.00 -\$140,066.00 Frequency: ANNUAL
Office Title: Project Manager	Work location: 33 Beaver Street, NY, NY 10004
Division/Work Unit: CPD/Development & Planning	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3195 POSITION#: 409

Job Description

The NYC Department of Homeless Services (NYC) seeks an Administrative Community Relations Specialist NM to serve as a Project Manager. Reporting directly to the Assistant Commissioner for Development and Planning, the Project Manager will be responsible for a portfolio of new development initiatives for Adult, Family, Safe Haven, and Drop In systems.

The Project Manager will:

- Assist in the management of multiple new development projects, with a focus on Gateway and Homestretch models;
- Conduct complex financial analyses and research new financial development options;
- Assist in the creation and tracking of Environmental Assessment Statements, Fair Share mapping, and Registration support documentation for long-term development projects; and,
- Assist in the zoning and design analysis for new capacity development.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience 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: 071-2017-257842

The City of New York is an Equal Opportunity Employer.