

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: Emergency Capacity Manager	Work location: 33 Beaver Street, NY, NY 10004
Division/Work Unit: CPD/HERO	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3196 POSITION#: 417

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Community Relations Specialist NM to serve as an Emergency Capacity Manager. The Emergency Capacity Manager will be responsible for the following functions:

- Reporting directly to the Assistant Commissioner of HERO, the Emergency Capacity Managers will be responsible for location/registration of hotel units and hotel management which include books and the scheduling of inspections of hotels.
- The Emergency Capacity Managers will be responsible for managing crisis situations with HERO and Programs on a 24/7 basis for any issues that arise at the hotel; they will also be responsible for the management of damages occurred at hotel
- The Emergency Capacity Managers will be responsible for weekly reporting and reconciliation of the P-Card Expenses; operation set up and take down of hotels which include coordination with Fleet, Administration, Programs, and the Provider; and reporting which includes maintaining a daily log of hotel use that can be sent to executive team and used for press inquiries and matching reservations from CARES. Additionally the Emergency Capacity Managers will ensure legal is aware of hotel use over the 50% trigger threshold for Fair Share completion. The Emergency Capacity Managers will also coordinate with each Hotel's general manager to write Corrective Action Plans to ensure contract registration.

Capacity Planning and Development will be developing a new unit under HERO called Emergency Capacity/Hotel Management.

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: 071-2017-257844

The City of New York is an Equal Opportunity Employer.