

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

Civil Service Title: Administrative Director of Social Services	Level: M1
Title Code No: 10056	Salary: \$51,757.00/\$55,815.00-142,430.00 Frequency: ANNUAL
Office Title: Deputy Director of Continuous Quality Improvement and Evaluation	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Policy & Planning/Policy & Research	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2861 POSITION:# 4520

Job Description

REPOST

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M1 to serve as the Deputy Director of Continuous Quality Improvement and Evaluation (CQI). Reporting to the Executive Director of CQI, the selected candidate will have a strong background in policy and qualitative and quantitative analysis, quality improvement metrics and process development. S/he will supervise highly skilled administrative staff analysts in the division's CQI systems for measuring performance of all shelter operations. S/he will liaison between all divisions within DHS, Shelter and Intake Operations, sister agencies and Not for Profit organizations to ensure deadlines are met, analyses are of high quality and completed for all overall quality improvement.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four (4) 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 (1) year of experience at the administrative or management level as described in "1" above.

Preferred Skills

The candidate must have a strong background in data and policy analysis, research methodology, program evaluation, as well as a comfort using large data sets. S/he must possess experience with continuous quality improvement activities as well as with SPSS, STATA, or SAS. Knowledge of query/report generation software such as SQL or PLSQL preferred. Excellent written and verbal communication skills are also required. An assessment of SPSS skills will be conducted prior to selection.

Residency Requirement

New York City Residency is not required for this position.

To Apply:

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

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 8/31/2015	Post Until: 9/15/2015	JVN: 071-2016-210894
-----------------------------	------------------------------	-----------------------------

The City of New York is an Equal Opportunity Employer.