

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M1
<b>Title Code No:</b> 10056	<b>Salary:</b> \$51,757.00/\$55,815.00-142,430.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Emergency Solutions Grant (ESG) Analyst	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Policy & Planning/HMIS Prevention	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2933 <b>POSITION:#</b> 5501

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services seeks one (1) Administrative Director of Social Services M1 to serve ESG and the NYC Coalition on the Continuum of Care (NYC CCoC). The Administrative Director of Social Services is responsible for the oversight and administration of data quality and compliance for over two hundred supportive housing programs (permanent housing, transitional housing, and support services) within the NYC CCoC and the ESG funded portfolio. The position will monitor and ensure compliance with HUD ESG regulations and Homeless Management Information System (HMIS) participation requirements. S/he will monitor program performance utilizing multiple databases and implement strategies for improvement. Additional duties will include design, administration and coordination of comprehensive training programs to ensure homeless service organizations are in compliance with technical data standards as specified by HUD and the CCoC. The Administrative Director will lead efforts to strengthen and expand provider/community participation, improve data quality, and enhance and exploit the potential of HMIS implementations to measure program and system performance, and inform strategic planning and system change. The selected candidate will be responsible for maintaining an open communication line with DHS staff, providers, and HMIS vendor, while maintaining proper confidentiality, to ensure resolution of all HMIS issues that may arise. The Administrative Director will also perform other duties as assigned.

**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**

Teaching or training experience. Possess excellent oral and written communication skills. Familiar with or able to learn web authoring software and audio editing software. Have the ability to learn information quickly and efficiently for turnaround to train others. Knowledge of or an interest in National HMIS Policy & ability to come up to speed quickly.

**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.

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:** 10/27/2015

**Post Until:** 11/10/2015

**JVN:** 071-2016-220566

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