

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

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| <b>Civil Service Title:</b> Administrative Director of Social Services         | <b>Level:</b> M1  |
| <b>Title Code No:</b> 10056  | <b>Salary:</b> \$53,051.00/\$57,210.00-145,991.00<br><b>Frequency:</b> ANNUAL |
| <b>Office Title:</b> Deputy Director of Operations                             | <b>Work location:</b> 400 E. 30th Street<br>MANHATTAN, NY 10016               |
| <b>Division/Work Unit:</b> Adults/ 30th Street (Bellevue Men's)                | <b>Number of Positions:</b> 3   |
| <b>Hours/Shift:</b> Sun.-Thurs.6pm-2am Tues.-Sat. 12am-8am Sun.-Thurs.10am-6pm | <b>Agency Tracking #:</b> 3122 <b>POSITION:#</b> 4602                         |

**Job Description**

The NYC Department of Homeless Services seeks 3 Administrative Director of Social Services to serve as Deputy Director of Operations within the Adults Division Unit. The Deputy Director of Operations will ensure that shelter residents are provided with all mandated services in a safe, clean, secure environment and that the shelter is in regulatory compliance; ensures compliance with agency standards, OTDA regulations and all local laws and codes that set basic sanitation, health and environmental standards; spearhead preparatory planning, coordination and execution of semiannual Callahan Inspections; monitor security services and interface with FJC, DHSPD, NYPD, on-site Program Directors to assist with the prevention and resolution of on-site incidents; oversee fire safety activities ensuring that monthly fire drills are conducted and recording them in the Fire Drill Evacuation log, manage and maintain the Fire Safety/Building Inspection log; and ensure that the Critical File is maintained.

The Deputy Director, Operations provides oversight and direction, as part of the continuum of care and security of clients by overseeing and responding to client's complaints and allegations regarding lost or stolen property, experiences or observations of abuse and discrimination by clients and staff. Will be responsible for reporting and investigations of all incidents occurring on their tour. Ensure submission of accurate nightly / daily census reporting /CARES reporting to Vacancy Control Unit and Social Service; ensure adequate staff coverage, adequate shelter supplies and ensuring smooth functioning of the Shelter Operations Unit; participate in the planning of policies and procedures, interface with local community boards and attend meetings. In addition, the selected candidate will provide supervision to social services staff in the absence of the Director and Deputy Director of the program and assume the responsibilities of the Director of Operations in her absence. (4602,4603,4629)

**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**

N/A

**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.

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| <b>Post Date:</b> 7/18/2016 | <b>Post Until:</b> 8/1/2016 | <b>JVN:</b> 071-2017-247847 |
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**The City of New York is an Equal Opportunity Employer.**