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:** $53,051.00/$57,210.00-145,991.00 **Frequency: ANNUAL**
Office Title: Deputy Director of Operations	**Work location:** 39 Auburn Pl BROOKLYN, NY 11205
Division/Work Unit: Adults/ Auburn Family	**Number of Positions:** 1
Hours/Shift: Tues.-Sat. 12:00pm-8:00pm	**Agency Tracking #:** 3152 **POSITION:# 4667**

Job Description

The NYC Department of Homeless Services seeks an Administrative Director of Social Services M1 to serve as the Deputy Director of Operations within the Adults Division Unit. Under the direction of the Program Director, with latitude for independent judgment, decision making, initiative and action, the Deputy Director of Operation will ensure that residents are provided with mandated services in a safe, clean and secure environment and that the shelter is in regulatory compliance; ensure compliance with agency standards, OTDA regulations and all local laws and codes that set basic sanitation, health and environmental standards; spearhead the planning, coordination and execution of preparatory Callahan Inspection; 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 in the Fire Drill Evacuation log, manage and maintain the Fire Safety/Building Inspection log; and ensure that the Critical File is maintained. Provide oversight and direction, as part of the continuum of care and security of clients by overseeing and responding to clients complaints and allegations regarding lost or stolen property, experiences or observations of abuse and discrimination by clients and staff; ensure submission of accurate nightly census count to Vacancy Control Unit; ensure adequate staff coverage, adequate shelter supplies and smooth functioning of Operation Unit; participate in the planning of policies and procedures, interface with local community boards and attend meeting held outside of scheduled work hours. Will provide supervision to operations staff and social services staff in the absence of the Program Director.

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.

Post Date: 7/22/2016	**Post Until:** 8/5/2016	**JVN:** 071-2017-248751

The City of New York is an Equal Opportunity Employer.