

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

Civil Service Title: Administrative Director of Social Services	Level: M2
Title Code No: 10056	Salary: \$58,675.00/\$63,275.00 -\$156,793.00 Frequency: ANNUAL
Office Title: Executive Director of Real Estate Development	Work location: 33 Beaver Street, NY, NY
Division/Work Unit: Capacity Planning & Development	Number of Positions: 1
Hours/Shift: Mon.-Fri. 10:00am-6:00pm	Agency Tracking #: 2898 POSITION:# 417

Job Description

REPOST

The NYC Department of Homeless Services (DHS) Capacity Planning and Development Unit seeks an Administrative Director of Social Services, MII to serve as the Executive Director of Real Estate Development. The Executive Director will be actively involved in all areas of new capacity development with an emphasis on community interaction with real estate brokers/landlords throughout the five boroughs of New York. The ideal candidate must be able to communicate agency policies, goals, and initiatives effectively. S/he should be a dynamic professional, eager to contribute management and operational expertise towards supporting the Agency in driving business growth for Living in Communities (LINC), a housing program designed to reduce the homeless population by returning shelter residents and street homeless individuals into permanent, safe and affordable housing within the communities. The selected candidate will possess strong technical and business qualifications with an impressive track record of hands on experience in real estate development, strategic planning and residential unit development. Interface with developers, brokers, landlords, property managers and building owners in order to boost apartment and room registrations to develop a resource of affordable housing for the homeless population. Represent DHS at community forums related to capacity; And, review industry surveys and benchmarks, economic and demographic trends related to housing.

The Executive Director position requires a candidate with strong communication, leadership and presentation skills, and a demonstrated capacity for the performance of multiple tasks and independent judgment. Candidates should have demonstrated analytical skills and work comfortably with Microsoft Excel to generate and utilize data that will inform key decisions related to the direction of the initiatives.

- Please note: This position requires extensive travel throughout the five boroughs of New York City.

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

Fluency in 2 or more languages.

Computer literate with advanced knowledge of Microsoft: Word, Excel & Outlook.

The ideal candidate should possess experience in community engagement along with a background working closely with community based organizations.

There is a strong preference for candidates with significant real estate development experience; knowledge of and interest in the development of affordable housing for the homeless and related social services; extensive knowledge of the real estate industry; countless contacts with brokers, developers and landlords throughout the five boroughs. Strong interpersonal and communication skills and the ability to engage and build relationships with community stakeholders, elected officials' offices and City agency partners and grow networks; accomplishment driven and achiever of high goals. Ability to effectively present data and findings verbally, in writing and in graphical format to program management, colleagues and non-technical audiences. A team player adept at building productive relationships and building rapport with a diverse set of individuals within the real estate industry, communities as well as internally.

Residency Requirement

NYC Residency is not required.

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: 10/8/2015

Post Until: 10/23/2015

JVN: 071-2016-218126

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