

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: Shift Director	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Capacity Planning & Development/CPD/HERO	Number of Positions: 1
Hours/Shift: Sun.-Thurs. 10:00am-6:00pm	Agency Tracking #: 2913 POSITION:# 1283

Job Description

The NYC Department of Homeless Services seeks an Administrative Director of Social Services M2 to serve as Shift Director. The selected candidate will report directly to the Executive Director of HERO and must possess superior analytical, problem solving, and creative thinking abilities in managing shelter capacity, vacancy control, shelter placements, transfers, exits, transportation coordination and CARES system reconciliation. S/he will manage the daily operations of professional, technical and clerical staff performing functions which include managing CARES lodging, streamlining current business practices, reporting, data analysis and coordinating with the Intake Centers. S/he will manage supervisory staff and be responsible for the overall operation of the placement process, report on findings, track outcomes; and make recommendations on allocation of resources and handle special ad-hoc projects related to HERO.

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

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: 10/15/2015

Post Until: 10/29/2015

JVN: 071-2016-219095

The City of New York is an Equal Opportunity Employer.