

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M2
<b>Title Code No:</b> 10056	<b>Salary:</b> \$58,675.00/\$63,275.00 -\$156,793.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Shelter Director	<b>Work location:</b> 10875 Avenue D BROOKLYN, NY 11236
<b>Division/Work Unit:</b> Family Services/Flatlands Family	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3038 <b>POSITION:#</b> 1313

**Job Description**

The NYC Department of Homeless Services seeks an Administrative Director of Social Services M2 to serve as the Shelter Director within the Division of Family Services. The Director will be responsible for programmatic and physical plant operations of the shelter including, but not limited to, supervising building maintenance, housekeeping, and food services. The Director will maintain a close working relationship with the Division of Administration's Maintenance Repair and Capital Construction unit. S/he will prepare management reports, as required, and supervise the Deputy Director, Director of Social Services/Sup 2s and Assistant Superintendents. S/h will monitor housing placement targets to ensure that facility returns to permanency as required by the Quarterly Housing Target. The Director will supervise the Recreation Director and ensure appropriate activities are conducted to benefit families with children in shelter. S/he will review monthly program reports and budget reconciliation prepared by Recreation Director. The Director will meet regularly with the Deputy Director to discuss facility related concerns and to hear issues and trends impacting the facility and for overseeing all activities at the shelter. S/he will also meet regularly with the assigned Program Administrator to discuss the identified issues and trends. The Director will be responsible for attending meetings held by the Program Administrator. The Director fosters compliance and ensures staff adherences to City and Agency policies and procedures by reviewing applicability of rules and regulations with staff. Examples of Policies and Procedures: Equal Employment Policies, Time and Leave Regulations, the Absence Control Program, and Overtime Allocation, DHS Employee Evaluation Program and Control Plans.

**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:** 3/30/2016

**Post Until:** 4/13/2016

**JVN:** 071-2016-237067

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