

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

Civil Service Title: Administrative Director of Social Services	Level: M3	
Title Code No: 10056	Salary: \$63,519.00/\$68,500.00 -\$169,427.00 Frequency: ANNUAL	
Office Title: Director	Work location: 33 Beaver Street MANHATTAN, NY 10004	
Division/Work Unit: Prevention/Office of the Deputy Commissioner	Number of Positions: 1	
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2835 POSITION:# 1121	
Job Description		
<p>The NYC Department of Homeless Services seeks an Administrative Director of Social Services M3 to serve as the Director of Community Prevention. Under the direction of the Assistant Commissioner of the Prevention Division, the selected candidate will direct the activities of the Community Prevention Unit and will be charged with overseeing the staff devoted to managing the Agency's homelessness prevention programs, including the Homebase Program and the Homelessness Prevention Law Project. The Director will serve as the primary administrator for program contracting and audit compliance and will oversee programmatic monitoring and evaluation aimed at enhancing the delivery of services as well as implementing methods and procedures ensuring that programs operate in accordance with the goals of the Agency. The candidate's responsibilities will also include, but not be limited to, consulting regularly with the Assistant and Deputy Commissioner and other senior staff members to coordinate the budget, contract and program compliance and also the formulation of new initiatives designed to serve homeless families and single adults, make policy recommendations, and oversee implementation of these decisions.</p>		
Qualification Requirements		
<p>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</p> <p>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.</p>		
Preferred Skills		
Masters Degree in social policy related field is a plus. Experience with ensuring program compliance with state and federal guidelines and responding to outside audits.		
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 the NYC Careers website .		
Most public libraries have computers available for use.		
No phone calls, faxes, emails and personal inquiries permitted.		
Post Date: 8/12/2015	Post Until: Until Filled	JVN: 071-2016- 206241

The City of New York is an Equal Opportunity Employer.