

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: \$65,107.00/\$70,213.00 -\$173,663.00 Frequency: ANNUAL
Office Title: Program Administrator	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Adults/Street Homelessness Solutions	Number of Positions: 2
Hours/Shift: Mon.-Fri. 9:00am-5:00pm * Based on 24/7 Coverage	Agency Tracking #: 2870 POSITION:# 3231

Job Description

The NYC Department of Homeless Services (DHS) seeks two qualified candidates to serve as Administrative Director of Social Services M3 within the Adult Services division. In this capacity, they will serve as a Program Administrator with the overall responsibility of overseeing a wide variety of programs that may include safe havens, drop in centers, community based beds and mobile outreach teams. This will include managing budgets and staff and providing leadership and guidance to the portfolio of service rich programs that comprise the City's strategy to solve street homelessness. The Program Administrators will ensure that program performance levels meet or exceed expectations and are managed in accordance with evidence based practices. They will ensure minimum levels of coverage and that all contractors are in compliance with appropriate regulations and follow agency policies and procedures. They will oversee data collection for programs including their utilization of CARES. They will evaluate requests for proposals, participate in contract negotiations and prepare reports. The Program Administrators will supervise a team of Program Analysts and/or Community Coordinators who directly oversee contracts in order to help them meet their targets and align the service delivery system with the goal of promoting permanency for clients. They will participate in the implementation of new programs and initiatives aimed at ending homelessness for individuals living on the street. This will include working to bring on additional capacity by meeting with community stakeholders and negotiating program agreements. In addition, they will participate in key internal and external meetings and strategy sessions and oversees special projects. The Program Administrators will be on call on a 24/7 basis for emergencies and time sensitive requests from key partners and stakeholders. (3231,3232)

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

Knowledge of MS office-including Word and Excel is required. Key knowledge, skills and abilities required to carry out the major duties and responsibilities of the position: extensive knowledge of the fields of social services and homeless services administration; familiarity with the housing first model as it pertains to street homeless individuals; thorough knowledge of housing placement options for homeless individuals in NYC; strong administrative and organizational skills; ability to analyze program performance and implement recommendations for change; ability to communicate with non-profit providers, city officials, community leaders and staff from other city agencies about homeless issues.

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: 9/17/2015

Post Until: 10/1/2015

JVN: 071-2016-214625

The City of New York is an Equal Opportunity Employer.