

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: Family Services/AC Transitional Services	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm*	Agency Tracking #: 2919 POSITION:# 2949

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M3 to serve as Program Administrator in the Transitional Services program area within the Division of Family Services. Under the general direction of the Associate Commissioner for Transitional Services with latitude for independent judgment and initiative, the Program Administrator is responsible for the administration of a Region of DHS directly operated and a portfolio of shelter facilities responsible for moving homeless families to permanency. The Program Administrator will monitor move-outs to permanency. S/he will develop and implement new initiatives to ensure compliance with moving to permanency; ensure that assigned shelters are well maintained and in compliance with regulatory agency standards to the maximum extent possible. S/he will review all NYSDSS, Fire and Health Inspection reports and discuss methods of correction of cited violations with Directors; monitor timely submission, accuracy, and appropriateness of responses to regulatory agency inspection reports and follow-up on implementation of corrective actions. The incumbent will ensure that appropriate and comprehensive social services are being offered to families in shelter. S/he will also conduct on-going periodic site visits to inspect physical plant, identify deficiencies, and follow-up with the appropriate shelter staff for development and implementation of corrective action plans. S/he will monitor vacancy control reports to ensure optimum usage of facility units; review weekly housing placement targets to evaluate progress, compare milestone expectations and provide technical assistance to sites. S/he will oversee financial audits and audits from the Office of Temporary Disability Assistance; review budget submissions including modifications and annual reviews; analyze contracts to ensure appropriate and effective spending within the given budget and ensure that requests for New needs are appropriate. S/he will conduct on-going Cluster meetings to discuss relevant issues and provide training on procedures, and areas of concern; ensure that staffing levels are maintained and productivity maximized. The selected candidate will interface with Community Boards, Shelter Advisory Boards, the local police precinct and encourage community involvement in shelter activities. S/he will monitor compliance with Strategic Plan/Client Responsibility agreements; assist in the negotiations with non-profit providers and ensure that contracts reflect programmatic concerns. S/he will make announced and unannounced visits at night and on weekends to ensure that clients are receiving services in a safe and well maintained environment as per regulatory directives. S/he will also supervise a unit of Program Analysts.

*S/he will also be part of a 24 hour on-call rotation.

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

Excellent oral, written, analytic, editing and computer skills. Ability to interact and communicate with all levels of staff. Attention to detail. Very strong administrative, planning, analytic and communication skills. Ability to make sound judgments and policy decisions.

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: 10/16/2015

Post Until: 10/30/2015

JVN: 071-2016-219300

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