

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M3
<b>Title Code No:</b> 10056	<b>Salary:</b> \$65,107.00/\$70,213.00 -\$173,663.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Director of Community Engagement and Partnerships	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Policy & Planning/Policy & Research	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2982 <b>POSITION:#</b> TBD

**Job Description**

The NYC Department of Homeless Services (DHS), Division of Policy and Planning is seeking a Director of Community Engagement and Partnerships. The selected candidate will oversee activities related to the NYC Coalition on the Continuum of Care (NYC CCC) including strategic and administrative work supporting for all standing committees, sub committees and any related working groups. The Director will oversee NYC CCC strategic planning, outreach efforts to new partners and NYC CCoC communication activities. The Director will provide training and technical assistance and/or identify TA Resources as needed. Position requires an understanding of HUD HEARTH regulations, HUD Annual Notice of Funding Availability, NYC CCoC and other related HUD affordable and supportive housing policies and programs. The Director will be responsible for quality assurance and contract monitoring activities. S/he will be required to effectively solve problems working with groups of individuals with different interests, manage multiple projects and meet deadlines as required.

**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**

The Director will have 3 to 5 years of supervisory experience and supervise staff as requested. In addition, the selected candidate will participate in key internal and external meetings and strategy sessions, and will provide critical analytical support for a broad range of operational issues and programmatic goals. Candidates should have experience and familiarity with permanent housing and services models for vulnerable populations. Direct experience with supportive housing, housing first, and quality assurance, is all preferred. Professional experience working with Veterans, workforce development and people experiencing homelessness is preferred. Master's Degree preferred in Social Work, Urban Planning or other public policy related fields. Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders; experience mediating among groups with competing perspectives and implementing projects that improve operational efficiency preferred; ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems; flexibility, multi-tasking capability, and enthusiastic work ethic; strong written, verbal and interpersonal communication skills; and advanced knowledge of MS Office (i.e. Microsoft Word, Excel PowerPoint, MS Project)

**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.

<b>Post Date:</b> 12/14/2015	<b>Post Until:</b> 12/28/2015	<b>JVN:</b> 071-2016-225624

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