

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

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| Civil Service Title: Administrative Director of Social Services | Level: M3 |
| Title Code No: 10056 | Salary: \$ 65,107/\$70,213-\$176,663 Frequency: ANNUAL |
| Office Title: Program Administrator | Work location: 33 Beaver Street MANHATTAN, NY 10004 |
| Division/Work Unit: Adults/ Street Homelessness Solutions | Number of Positions: 3 |
| Hours/Shift: Mon.-Fri. 9:00am-5:00pm Based on 24/7 coverage | Agency Tracking #: 3125 POSITION:# 3982 |

Job Description

The NYC Department of Homeless Services seeks 3 Administrative Director of Social Services M3 to serve as Program Administrator within the Adults Division Unit. In this capacity, the Program Administrators 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 and HOMESTAT staff. 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 Administrator will ensure that program performance levels meet or exceed expectations and are managed in accordance with evidence based practices. S/he will ensure minimum levels of coverage and that all contractors are in compliance with appropriate regulations and follow agency policies and procedures. S/he will oversee data collection for programs including their utilization of CARES and/or Street Smart. S/he will evaluate requests for proposals, participate in contract negotiations and prepare reports. The Program Administrator 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. S/he 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. (3982,3983,3984)

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

New York City Residency is not required for this position.

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: 7/18/2016

Post Until: 8/1/2016

JVN: 071-2017-247866

The City of New York is an Equal Opportunity Employer.