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/ Shelter Administration	**Number of Positions:** 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm *Based on 24/7 Coverage	**Agency Tracking #:** 3162 **POSITION:# 2939**

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Director of Social Services MIII to serve as the Program Administrator within the Adult Services division. Under the direction of the Associate Commissioner, with wide latitude for independent judgment, initiative, and decision making, the selected candidate will be responsible for the administration of directly-operated and/or contracted facilities and will ensure the provision of services in a safe and well-maintained environment. S/he will ensure compliance with applicable mandates, agency standards and regulatory requirements governing the right to shelter and shelter conditions; respond to critical incidents and other significant events affecting clients' health and/or safety; conduct routine site visits; oversee program activities and the provision of social services to ensure optimal service delivery; review and conduct various analyses to measure programs' performance and placements as it relates to goals, targets, and outcomes; identify needs and make recommendations for improvement; provide direction to enhance communication between the agency and providers; confer with staff as needed regarding programmatic and personnel issues; oversee the shelter contracting process to ensure compliance with applicable terms and conditions and follow agency policies and procedures, evaluate Requests for Proposals (RFPs), participate in contract negotiations, prepare contract related reports and participate in the planning of policies, procedures and programs; liaise and interface with local Community Boards to promote and maintain cooperative relationships in the community. In addition, the selected candidate will be required to work on special initiatives, as needed

* Based on 24/7 Coverage

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: 8/3/2016	**Post Until:** 8/17/2016	**JVN:** 071-2017-250769

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