

**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> Program Administrator	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Families/Transitional Services	<b>Number of Positions:</b> 2
<b>Hours/Shift:</b> Based on 24/7 Operation. *They will also be part of a 24 hour on-call rotation.	<b>Agency Tracking #:</b> POSITION:# 3888

**Job Description**

The NYC Department of Homeless Services (DHS) seeks two Administrative Director of Social Services M3 to serve as Program Administrators 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 Administrators are 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 Administrators will monitor move-outs to permanency. They 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. They 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 incumbents will ensure that appropriate and comprehensive social services are being offered to families in shelter. They 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. They 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. They 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. They 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 candidates will interface with Community Boards, Shelter Advisory Boards, the local police precinct and encourage community involvement in shelter activities. They will monitor compliance with Strategic Plan/Client Responsibility agreements; assist in the negotiations with non-profit providers and ensure that contracts reflect programmatic concerns. They 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. They will also supervise a unit of Program Analysts. (3888, 3889)

\*They 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**

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:** 7/25/2016

**Post Until:** 8/8/2016

**JVN:** 071-2017-249042

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