

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

Civil Service Title: Administrative Director of Social Services	Level: M5
Title Code No: 10056	Salary: \$78,419.00/\$84,569.00-\$197,299.00 Frequency: ANNUAL
Office Title: Associate Commissioner of Operations	Work location: 33 Beaver Street, New York, NY
Division/Work Unit: Administration/Deputy Commissioner for Administration	Number of Positions: 1
Hours/Shift: Mon. – Fri. 9AM – 5PM *	Agency Tracking #: 2851 Position #: TBD

Job Description

The New York City Department of Homeless Services is currently seeking a dynamic and experienced professional to serve as the Associate Commissioner of Human Resources and Administrative & Contract Services. Under the executive direction of the Deputy Commissioner for Administration, with wide latitude for the exercise of independent judgment and decision making, the Associate Commissioner will serve as the Senior Administrative Officer with responsibility for establishing, evaluating, implementing and monitoring administrative policies and procedures.

The Associate Commissioner will be responsible for the administration and management of the Office of Human Resources which includes Personnel Services, Payroll and Timekeeping and Training/Staff Development, in addition to the Office of Administrative and Contract Services which consists of Administrative Contracts, Administrative Services and Fleet Administration. The duties and responsibilities may include, but will not be limited to, the following:

Office of Human Resources

The Associate Commissioner will provide direction and guidance to a team of HR Directors; ensure the efficient daily operations of all human resources and personnel functions; oversee aspects of change management, performance management, HR strategic planning, civil service hiring management, and workforce planning; analyze existing policies and processes to determine and make recommendations as necessary to improve existing practices; collaborate with senior management to ensure HR initiatives support the DHS's strategies and goals; advises and make recommendations to the Deputy Commissioner of Administration on all related matters; ensure the resolution of issues efficiently and effectively in accordance with applicable laws, established rules and regulations; develop and foster a culture of learning and internal growth; identify and implement industry best practices; identify areas for improvement and streamline HR processes; ensure all personnel functions are in full compliance with all applicable Federal, State and City laws, rules, directives, policies, protocols, and standards; provide direction on the coordination of activities across all HR units to ensure consistent and high quality service delivery; participate in HR special projects; and perform related duties as assigned.

Office of Administrative and Contract Services

The Associate Commissioner will provide direction and guidance to staff responsible for the administrative and contract support functions to the Division of Administration. This includes overseeing critical contracts, personnel and general administrative matters; creating and maintaining administrative functions essential to the regulatory and administrative needs of Administrative and Contract Services and advising the Deputy Commissioner on ways to ensure facility compliance with the rules and regulations mandated by law.

The Associate Commissioner will also serve as the Advisor to the Deputy Commissioner for Administration on all matters relative to administration and policy.

* Required evening and weekend meetings/events and often deadline related work requiring off hours availability; on call 24/7

Preferred Skills

Prior NYC government experience required. Preference will be given to candidates who have demonstrated experience and concrete achievements in personnel management, and awareness of the city's procurement policies and procedures related to the purchase of goods, supplies, food and transportation services as well as the ability to analyze, evaluate and resolve difficult organizational and operational issues. Excellent writing and communication skills are essential.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four 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 year of experience at the administrative or management level as described in "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

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: 8/21/2015

Post Until: 9/4/2015

JVN: 071-2016-209041

The City of New York is an Equal Opportunity Employer.