

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

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| Civil Service Title: Administrative Director of Social Services | Level: M6 |
| Title Code No: 10056 | Salary: \$88,417.00/\$96,350.00 -\$209,652.00 Frequency: ANNUAL |
| Office Title: Deputy Commissioner | Work location: 33 Beaver Street Manhattan, NY 10004 |
| Division/Work Unit: Adult Services /Deputy Commissioner for Adults Services | Number of Positions: 1 |
| Hours/Shift: Mon.-Fri. 9:00am-5:00pm | Agency Tracking #: 3089 POSITION#: 628 |

Job Description

The Department of Homeless Services (DHS) operates the nation’s most comprehensive shelter system for homeless adults and families through a network of directly-operated facilities and programs, and not-for-profit partnerships. DHS is seeking an experienced, results-oriented executive to serve as its Deputy Commissioner for Adult Services.

Reporting directly to the DHS Administrator in the Department of Social Services (DSS), the Deputy Commissioner provides executive leadership and direction to the day-to-day operations of the agency’s Adult Services Division. The Division’s portfolio is comprised of a 13,500 bed shelter system for single homeless men and women; a 2,000-unit shelter system for Adult Families; street outreach services; and the re-housing of homeless adults in cooperation with DSS/Human Resources Administration (HRA). The Deputy Commissioner oversees a budget of over \$500 million annually and a staff headcount of approximately 500.

The Department of Homeless Services (DHS) seeks an Administrative Director of Social Services M6 to serve as Deputy Commissioner in the Adults Division. The Deputy Commissioner is responsible for ensuring the delivery of comprehensive services to homeless single adults and adult families in nearly 200 facilities, including at the DHS directly-operated Intake and Assessment points within the shelter system. S/he is also responsible for administrative oversight for the provision of services to approximately 3,000 street homeless individuals, which include those within the NYC transit system. These services include homeless outreach, management of non-traditional shelter, such as Safe Havens, Stabilization beds and Drop-in Centers, and the Administration’s innovative “HOMESTAT” program.

The Deputy Commissioner must ensure that DHS’ adult services programs operate within established budgets and maintain compliance with legal mandates, including federal, state, and local laws and regulations. The Deputy Commissioner routinely represents the DSS Commissioner or DHS Administrator at public meetings/events and meets with community leaders and elected officials.

*Position requires oversight of programs that operate around-the-clock, seven days per week.

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

- Executive-level experience; a strategic thinker and consensus builder who is knowledgeable about homeless policy and related program operations.
- Exceptional oral and written communication skills in order to effectively convey the agency vision to staff, providers, and the public and a demonstrated ability to achieve desired outcomes.
- Working knowledge of New York City and State regulations that govern DHS.
- Experience working with homeless individuals and/or families.
- Working familiarity with DHS policies and procedures.
- Extensive experience in social services, health, or other human services operations and administration.

Residency Requirement

New York City Residency is 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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 6/22/2016

Post Until: Until Filled

JVN: 071-2016-243674

The City of New York is an Equal Opportunity Employer.