

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

<b>Civil Service Title:</b> Administrative Staff Analyst NM	<b>Level:</b> N/A
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$56,937.00/\$88,649.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Analyst	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Adults/Street Homelessness Solutions	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm *Based on 24/7 coverage	<b>Agency Tracking #:</b> 2874 <b>POSITION:#</b> 3234

**Job Description**

The NYC Department of Homeless Services (DHS) seeks a qualified candidate to serve as an Administrative Staff Analyst NM within the Adult Services division. In this capacity, s/he will serve as an Analyst with the responsibility of overseeing priority client locations work which includes encampments, hotspots and other on-going sites that come to the attention of the Street Homeless Unit. S/he will collaborate with interagency City Partners to ensure priority location work is managed in accordance with evidence based practices. S/he will maintain before and after pictures of sites, data on all initiatives and be able to develop procedures around reporting, cleaning operations, securing and on-going maintenance of all sites. In addition, s/he participates and/or coordinates key internal and external meetings and strategy sessions on special projects. This may include but is not limited to: working with other city agencies on the cleanup of encampments and implementing new initiatives at targeted locations. S/he must be willing to spend a fair amount of time in the field with outreach teams and interagency partners visiting priority locations.

S/he will manage all community inquiries and organize the unit on tracking and responses. S/he will oversee a team of staff that will work as a scout team to provide intelligence for on-going locations around the City and respond to general inquiries that come into the Street Unit. The Administrative Staff Analyst NM will be on call on a 24/7 basis for emergencies and time sensitive requests from key partners and stakeholders. S/he must also be available for assignments outside of normal business hours.

Candidates must be serving as a permanent Administrative Staff Analyst or provide proof of filing for the Administrative Staff Analyst examination in order to be considered for this position.

**Qualification Requirements**

1. A master's degree from an accredited college in economics, finance accounting business or public administration, operations research, organizational behavior, statistics, sociology, social work, political science, or a closely related field, and two years of satisfactory full-time professional experience (paid or unpaid) working in a large public or private concern, or in a related area.
2. A baccalaureate degree from an accredited college and two years of professional experience, including the 12 months of managerial, administrative or supervisory experience, as described in "1" above. Or a baccalaureate degree from an accredited college with a degree in Mathematics, Statistics or Policy Analysis with two years of experience full-time professional experience and experience as described in "1" above. Internships related to the position will be considered experience.

**Preferred Skills**

Knowledge of MS office including Word and Excel is required. Key knowledge, skills and abilities required to carry out major duties and responsibilities of the position: extensive knowledge of the fields of social services and homeless services administration: familiarity with the housing first model as it pertains to street homeless individuals; thorough knowledge of housing placement options for homeless individuals in NYC; strong administrative and organizational skills; ability to analyze program performance and implement recommendations for change; ability to communicate with non-profit providers, city officials, community leaders and staff from other city agencies about homeless issues.

**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 the [NYC Careers website](#).

Most public libraries have computers available for use.

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

**Post Date:** 9/18/2015

**Post Until:** 10/2/2015

**JVN:** 071-2016-214858

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