

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

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| <b>Civil Service Title:</b> Associate Staff Analyst             | <b>Level:</b> N/A   |
| <b>Title Code No:</b> 12627                                     | <b>Salary:</b> \$59,536.00/\$68,466.00 -\$88,649.00<br><b>Frequency:</b> ANNUAL |
| <b>Office Title:</b> Contract Manager                           | <b>Work location:</b> 33 Beaver St<br>New York, NY 10004                        |
| <b>Division/Work Unit:</b> Adults/Street Homelessness Solutions | <b>Number of Positions:</b> 2   |
| <b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm                     | <b>Agency Tracking #:</b> 2869 <b>POSITION#:</b> 3235                           |

**Job Description**

The NYC Department of Homeless Services (NYC) is seeking two Associate Staff Analysts to serve as a Contract Manager for a portfolio of programs that serve unsheltered individuals. These programs include street outreach teams, drop in centers, safe havens and community beds. The Contract Manager will ensure that the programs are in compliance with contract terms and State regulations, and generate routine reports on program performance. They will provide oversight on the performance of these contracts as it pertains to client outcomes such as housing placements, connection to public benefits and entitlements, and engagement in social services. The Contract Manager will analyze the program budget and track expenditures. They will be expected to do routine field visits, including ride-alongs with outreach, and may have to work some evenings. They will be asked to perform special projects such as helping to coordinate new housing capacity within the community or working with hospitals to coordinate care and improve outcomes for our clients. (3235,3236)

PERMANENT INCUMBENTS ONLY

**Qualification Requirements**

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

**Preferred Skills**

Knowledge of MS office-including Word and Excel is required. Key knowledge, skills and abilities required to carry out the 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 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:** 9/17/2015

**Post Until:** 10/1/2015

**JVN:** 071-2016-214580

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