

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

Civil Service Title: Administrative Community Relations Specialist	Level: M1
Title Code No: 10022	Salary: \$53,051.00/\$57,210.00 \$145,991.00 Frequency: ANNUAL
Office Title: Policy Advisor	Work location: To be Determined
Division/Work Unit: Administration	Number of Positions: 1
Hours/Shift: Monday – Friday, 9am – 5pm	Agency Tracking #: 3069 POSITION#: TBD

Job Description

The NYC Department of Homeless Services (DHS) seeks a highly proficient systems Administrator to serve as a Policy Advisor in the Shelter Repair Squad (SRS) and other initiatives at the Mayor’s Office of Operations. The overarching mission of the Shelter Repair Squad is to identify, correct, and improve conditions at homeless shelters more quickly and more efficiently. The Inter-Agency coordination of all components of SRS, including SRS 2.0, will ensure that every shelter is inspected by all enforcements agencies on a semi-annual basis. SRS 2.0 was launched to immediately clear dangerous conditions, repair medium-term violations, and manage capital repairs to shelters. The Policy Advisor will have responsibilities within both SRS and SRS 2.0.

Reporting to the Mayor’s Office of Operations, the Policy Advisor will provide on-going analysis and management of SRS activities. The Policy Advisor will drive the operation of several workstreams, including creation of dashboards, management of inspection schedules, and publication of violation Scorecards.

Responsibilities of the Policy Advisor will include, but are not limited to:

- Provide analytical assistance and supervision to the SRS team, including quantitative and qualitative data analysis, the evaluation of best practices, and the identification and assessment of operational improvement opportunities at different agencies.
- Manage 1-3 junior analysts on several workstreams.
- Provide project management assistance, including developing and maintaining project plans and other documents, managing and coordinating project elements, reviewing agency and interagency work products, and ensuring efficient progress on implementation.
- Serve as a liaison within the Mayor's Office of Operations and with other city agencies to track and monitor progress of mayoral initiatives and commitments; and
- Will be responsible for managing several discrete projects to completion, mostly with interagency interaction.
- Manage relationships with over 5 agencies.

Qualification Requirements

1. 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 by the Council for Higher Education Accreditation (CHEA) and four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and eight years of satisfactory, full-time experience as described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 4 years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but not for the two

years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 2 years. However, all candidates must possess a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

Preferred Skills

- A graduate degree or five years of professional experience in urban issues, especially New York City's politics and policies;
- Proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents and technologies;
- Extensive experience in mediating among groups with competing perspectives, overseeing and improving of the operational efficiency of complicated organizations, and pioneering innovative solutions to intricate problems;
- Flexibility, multi-tasking capability, and enthusiastic work ethic;
- Strong written and verbal communication skills with experience working in public relations or communications preferred;
- Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
- An understanding of urban issues, especially New York City government and current city affairs/politics;
- An understanding of New York City's operational agencies;
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems; and
- advanced knowledge of MS Office products, particularly PowerPoint, Excel and Project.

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: 4/29/2016

Post Until: Until Filled

JVN: 071-16-239915

The City of New York is an Equal Opportunity Employer.