

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

Civil Service Title: Principal Administrative Associate	Level: 1
Title Code No: 10124	Salary: \$42,856.00/\$49,284.00 - \$62,779.00 Frequency: ANNUAL
Office Title: Office Manager	Work location: 10875 Avenue D BROOKLYN, NY 11236
Division/Work Unit: Family Services/ Flatlands Family	Number of Positions: 1
Hours/Shift: Mon.-Fri. 8:30am-4:30pm	Agency Tracking #: 3189 POSITION#: 1701

Job Description

The NYC Department of Homeless Services (DHS) seeks a Principal Administrative Associate to serve as an Officer Manager within the Family Services Division. In this capacity s/he will prepare reports/surveys/studies on request, by researching materials/composing responses/using appropriate forms/procedures, in order to provide requested information; s/he will monitor sub-impres/other funds, by reconciling balances/checking documentation, in order to insure proper usage of funds; and will coordinate the work of two or more individuals/units by providing direction/facilitating good working relationships/conveying information and promoting cooperation in order to enhance achievement of mutual/interdependent work objectives. Additionally, the selected candidate will maintain a database of records and other informational materials, ensuring all materials are enter and up-to-date following standard procedures in order to ensure usability and timeliness of the system.

The selected candidate will also research client information on CARES for the purposes of providing data to the Shelter Director/Social Services Staff as needed; and s/he will respond to requests for information from staff/public/other agencies by researching requests and consulting with the superiors prior to submission.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills

N/A

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: 8/18/2016

Post Until: 9/1/2016

JVN: 071-2017-255273

The City of New York is an Equal Opportunity Employer.