

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

Civil Service Title: Principal Administrative Associate	Level: III
Title Code No: 10124	Salary: \$53,047.00/\$61,004.00 -\$81,068.00 Frequency: ANNUAL
Office Title: PA/Funds Disbursement Supervisor	Work location: 151 E 151 St BRONX, NY 10451
Division/Work Unit: Family Services/PATH/Intake	Number of Positions: 1
Hours/Shift: Tues.-Sat. 4:00pm-12:00am RDO Sun/Mon	Agency Tracking #: 3064 POSITION#: 1347

Job Description

The NYC Department of Homeless Services seeks a Principal Administrative Associate III to serve as a PA/Funds Disbursement Supervisor at the Prevention Assistance and Temporary Housing (PATH) Unit within the Division of Family Services. S/he will oversee a team comprised of junior PAAs and other administrative staff responsible for screening all families with children seeking shelter and services at PATH, the City's family intake center for families with children applying for temporary housing assistance, in order to assess families' public assistance case status. S/he is additionally responsible for ensuring that families with closed or no PA cases are interviewed expeditiously and furnished with information and services about PA benefits, and other benefits and resources to eliminate or reduce their need for public assistance. Towards that goal, the supervisor will train staff on applicable procedures, policies, and directives related to public assistance at family intake; prepare reports, findings, and summaries of unit activity and trends to managers; implement measures to ensure the accuracy of all WMS and other screening outcomes; manage the referral process as it relates to applicant referrals to HRA job centers, and other public and community-based resources; liaise with other social service units and agencies to facilitate the screening and referral process; implement tools to reconcile and audit the accuracy of all financial ledgers, financial transactions related to the sub-imprest fund, funds disbursement activities, carfare requests, restaurant allowances, checks, and routinely track and record family intake-related outcomes using electronic and/or manual reconciliation means. Also, s/he will conduct high level quality review checks to ensure that funds are only disbursed for valid business-related payments; analyze forms and documents for compliance with applicable procedures. In addition, s/he will oversee all aspects of timekeeping at PATH for over 300 employees, and serve as the principal liaison with central office Timekeeping staff for time and leave related matters.

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 experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
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 3 1/2 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 the [NYC Careers website](#).

Most public libraries have computers available for use.

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

Post Date: 4/28/2016

Post Until: 5/12/2016

JVN: 071-2016-239816

The City of New York is an Equal Opportunity Employer.