Job Posting Notice

Civil Service Title: ADMINISTRATIVE DIRECTOR OF SOCIAL SERVICES

Level: M3

Title Code No: 10056

Salary: $67,060.00/$116,129.00-$121,935.00

Frequency: ANNUAL

Title Classification: Competitive

CPS: 071-18-0624

Business Title: Program Administrator

Work Location: 33 Beaver St, New York NY 10004

Division/Work Unit: DHS Adult Services

Number of Positions: 1

Job ID: 298730

Hours/Shift: Monday Friday, 8am - 4 pm based on 24/7 coverage

Job Description

The Department of Homeless Services Adult Services Division is hiring for the position of Administrative Director of Social Services M3 to serve as a Program Administrator. The Shelter Operations Unit provides an array of services for homeless Single Adults and Adult Families (families with no minor children). The unit is responsible for managing and operating Single Adult and Adult Family Shelters; in collaboration with non-for-profit agencies. The Unit oversees the daily provision of services to approximately 14,000 Single Adults and 2,000 Adult Families. They ensure that services to the City's most vulnerable population are delivered 24 hours a day, seven days a week, 365 days a year and throughout the five boroughs. Under the direction of the Associate Commissioner, with wide latitude for independent judgment, initiative, and decision making, the selected candidate will be responsible for the administration of directly-operated and/or contracted facilities and will ensure the provision of services in a safe and well-maintained environment. Directly supervise a number of supervisory/professional personnel responsible for the day to day operations of a unit(s) of contract managers. Be responsible for developing program initiatives within the guidelines set by the state/federal authorities and the goals of the agency. Ensure compliance with applicable mandates, agency standards and regulatory requirements governing the right to shelter and shelter conditions. Respond to critical incidents and other significant events affecting clients health and/or safety. Conduct routine site visits, establish and implement control mechanisms to facilitate program evaluation and monitoring of the agency's operations as well as the contractors performance. Oversee program activities and the provision of social services to ensure optimal service delivery. Review and conduct various analyses to measure program performance and placements as it relates to goals, targets, and outcomes. Identify needs and make recommendations for improvement. Lead program planning sessions directed towards developing new programs and more effective agency policies/procedures. Provide direction to enhance communication between the agency and providers. Confer with staff as needed regarding programmatic and personnel issues. Oversee the shelter contracting process to ensure compliance with applicable terms and conditions and follow agency policies and procedures.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

Preferred Skills

- Extensive knowledge of the fields of social services and homeless services administration.
- 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.

Additional Information

The position that you are applying for Administrative Director of Social Services M3 (Program Administrator) is open only to applicants who have applied for and passed the Promotional Administrative Director of Social Services Exam (#7535) or have Passed the Open Competitive Administrative Director of Social Services Exam (#7035).
**Residency Requirement**  
New York City Residency is not required for this position.

**To Apply**
Click "APPLY NOW" Button.

| Posting Date: 08/14/2017 | Post Until: 08/28/2017 |

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