

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M6
<b>Title Code No:</b> 10056	<b>Salary:</b> \$165,087.00 - \$185,000.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Deputy Commissioner	<b>Work location:</b> 33 Beaver Street Manhattan, NY 10004
<b>Division/Work Unit:</b> Adult Services /Deputy Commissioner for Adults Services	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3327 <b>POSITION#:</b> 628

**Job Description**

**\*\*\*REVISED\*\*\***

The Department of Homeless Services (DHS) operates the nation's largest and most comprehensive municipal shelter system for homeless adults and families through a network of directly-operated facilities and programs, and nonprofit partnerships. DHS is seeking an experienced, results-oriented executive to serve as its Deputy Commissioner for Adult Services.

Reporting directly to the DHS Administrator in the Department of Social Services (DSS), the Deputy Commissioner provides executive leadership and direction for the day-to-day operations of the agency's Adult Services Division. The Deputy Commissioner is responsible for ensuring the delivery of comprehensive services to homeless single adults and adult families in nearly 200 facilities, including at the DHS directly-operated Intake and Assessment points within the shelter system. The Division's portfolio is presently comprised of a 13,500-bed shelter system for single homeless men and women; a 2,000-unit shelter system for Adult Families (without minor children); and the re-housing of homeless adults in cooperation with DSS/Human Resources Administration (HRA). The Deputy Commissioner oversees a budget of over \$500 million annually and a staff headcount of approximately 500.

In addition, the Deputy Commissioner works in close cooperation with External Affairs, among other DSS and DHS divisions, and routinely represents the DSS Commissioner or DHS Administrator in public hearings, at community meetings and events, and in meetings with advocates, elected officials, and community leaders. The Deputy Commissioner plays a central role in advising the DSS Commissioner and DHS Administrator in formulating and executing homeless policies, and in effectively communicating the Mayor's, the Commissioner's, and the agency's efforts to provide services for homeless New Yorkers.

The Deputy Commissioner also ensures that the DHS Adult Services programs operate within established budgets and complies with all legal mandates, including federal, state, and local laws and regulations.

\*Position requires oversight of programs that operate around-the-clock, seven days per week.

\*\*Must have taken and tentatively passed the ADSS Civil Service Exam\*\*

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four (4) 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 (1) year of experience at the administrative or management level as described in "1" above.

**Preferred Skills**

- Executive-level experience; a strategic thinker and consensus builder who is knowledgeable about homeless policy and related program operations.

- Exceptional oral and written communication skills in order to effectively convey the agency vision to staff, providers, and the public and a demonstrated ability to achieve desired outcomes.
- Working knowledge of New York City and State regulations that govern DHS.
- Experience working with homeless individuals and/or families.
- Working familiarity with DHS policies and procedures.
- Extensive experience in social services, health, or other human services operations and administration.

**Residency Requirement**

New York City Residency is required for this position

**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:** 1/20/17

**Post Until:** 2/17/2017

**JVN:** 071-2017-279188

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