

CIVIL SERVICE TITLE: Administrative Staff Analyst, M4
OFFICE TITLE: Asst. Commissioner for Housing
& Program Planning

SALARY: Hiring Rate: \$58,389
Minimum with at least 1 year of
Continuous city service: N/A
Maximum: \$111,765.00

UNIT: Deputy Commissioner for Adult Services
DIVISION: Adult Services

LOCATION: 33 Beaver Street
New York, NY 10004
SHIFT: 9:00 a.m. – 5:00 p.m.

JOB DESCRIPTION:

The Department of Homeless Services (DHS) seeks an Assistant Commissioner for Housing and Program Planning in the Adult Services Division. The selected candidate will report to the Deputy Commissioner for Adult Services. S/he will be responsible for supervising the contract management and monitoring of all DHS-funded housing programs for single adults including the SRO Support Subsidy and the Rental Assistance Program; planning and implementation of new housing and program initiative for single adults, including coordination with City and State agencies as well as the development of Requests for Proposals (RFP's), and budget requests; management of the Shelter Placement Unit, which processes and tracks applications for admission to supportive housing for homeless adults; management of the Program and Housing Placement Unit and other efforts to provide technical assistance and placement services in homeless programs; implementation and ongoing development of the Adult Services performance evaluation systems, including the Adult Services performance incentive program; coordination of the Division's efforts to place chronically homeless individuals in permanent housing; planning and coordination of initiatives to meet the division's data and information technology needs; and will advise the Deputy Commissioner for Adult Services on budget, policy, and strategic planning issues.

PREFERRED SKILLS: Strong skills in communication, supervision, quantitative analysis, policy analysis, program design, program implementation, and strategic planning. Knowledge and experience in some or all of the following area: Supportive Housing, Affordable Housing, Homelessness, Social Services. NYC residency is required.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science or a closely related field, and two years of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social service program planning/evaluation, fiscal management, or in a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience, including 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above; or

QUALIFICATION REQUIREMENTS (CONTINUED):

3. A four-year high school diploma or its educational equivalent and eight years of professional Experience working for the City of New York in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience as described in "1" above; or
4. A combination of education and/or experience equivalent to "1", "2" or "3" above. All candidates who qualify under "1" or "2" above must possess a baccalaureate degree from an accredited college, and all candidates who qualify under "3" above must possess a four-year high school diploma or its educational equivalent. To be credited under "3" above, experience must have been with the City of New York. Education above the high school level may be substituted for City experience under "3" above at the rate of 30 semester credits from an accredited college for one year of experience. All candidates must possess the 18 months of executive, managerial, administrative or supervisory experience described in "1" above.

D.H.S. is an Equal Opportunity Employer. NYC residency is required.

**The City of New York
DEPARTMENT OF HOMELESS SERVICES
CITYWIDE JOB VACANCY NOTICE**

**TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A
COVER LETTER INDICATING POSTING NUMBER AND TWO RESUMES
TO:**

**Department of Homeless Services
Recruitment Coordinator
33 Beaver Street – 12th Floor
New York, NY 10004**

DATED: April 27, 2004 POST UNTIL: May 11, 2004 POSTING NUMBER: DHS071-04-672-530C