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

**CIVIL SERVICE TITLE:** Administrative Staff Analyst
M6
1 Position Title Code No. 10026

**OFFICE TITLE:** Deputy Commissioner for Administration

**SALARY:**
Hiring Rate: $82,486.00
Maximum: $195,590.00

**UNIT:** Deputy Commissioner for Administration

**DIVISION:** Administration

**LOCATION:** 33 Beaver Street
MANHATTAN, NY 10004

**SHIFT:** M-F 9 AM- 5 PM

**JOB DESCRIPTION:**

The NYC Department of Homeless Services (DHS) seeks an experienced executive to serve as the Deputy Commissioner (DC) for the Administration Division. Reporting directly to the Commissioner, the selected individual will serve as the Chief Administrative Officer of the agency with responsibility for establishing, evaluating, implementing and monitoring administrative policies and procedures. Specifically, the DC will be responsible for the overall administration and management of the Offices of Human Resources, consisting of Personnel Services, Labor Relations, Payroll & Timekeeping and Training/Staff Development as well as Administrative and Contract Services, consisting of Administrative Contracts, Administrative Services and Fleet Administration. The DC will serve as the Chief Advisor to the Commissioner and other agency Executives on all matters relative to administration and policy and is responsible for the provision of support services to the agency's 1,950 employees.

**PREFERRED SKILLS:**

Prior NYC government experience required. Preference will be given to candidates who have demonstrated experience and concrete achievements in personnel management and labor relations, an awareness of the city's procurement policies and procedures related to the purchase of goods, supplies, food and transportation services as well as the ability to analyze, evaluate and resolve difficult organizational and operational issues. Excellent writing and communication skills are essential.

**MINIMUM 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, urban studies 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 services 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 the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**New York City residency is required**

**D.H.S. is an Equal Opportunity Employer**

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A COVER LETTER INDICATING POSTING NUMBER AND TWO (2) RESUMES TO:**

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

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**OR E-MAIL YOUR COVER LETTER AND RESUME TO:** dhsjobs@dhs.nyc.gov

| DATED: October 28, 2009 | POST UNTIL: November 13, 2009 | POSTING NUMBER: DHS 071-10-184-1897 C |
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