NYC DEPARTMENT OF HOMELESS SERVICES
JOB POSTING NOTICE

Job ID: 425784
# of Positions: 1
Business Title: DEPUTY DIRECTOR FOR PURPOSE BUILT SHELTER
Civil Service Title: ASSOCIATE HOUSING DEVELOPMENT
Title Code No: 22508
Level: 00
Title Classification: Competitive
Job Category: Administration & Human Resources, Constituent Services & Community Programs, Communications & Intergovernmental Affairs, Social Services
Salary Range: $74,650.00 - $85,847.00 (Annual)
Career Level: Experienced (non-manager)
Work Location: 33 Beaver St, New York Ny
Division/Work Unit: Capacity, Planning & Dvlpmnt

Job Description

The Division of Capacity Planning and Development (CPD) is responsible for procuring new shelter development for the Agency, and is the lead division responsible for the implementation of the Mayor’s Turning the Tide plan focused on the development of ninety new shelters in five years, and twenty-five nonprofit owned and developed Purpose Built Shelters. In order to continue to meet these goals, CPD seeks to expand its current staffing to include the role of Deputy Directors. Under the direction of the Assistant Commissioner for Purpose Built Shelters, the Deputy Director for Purpose Built Shelters will support the Assistant Commissioner for Purpose Built Shelters in overseeing the development of a portfolio of complex shelter projects within tight timeframes, ensuring that shelter openings are managed efficiently.

The Deputy Director For Purpose Built Shelters will:

- Provide technical analysis on shelter development budgets to ensure that development budgets comply with DHS financing terms for purpose built shelters, including terms for acquisition, hard costs, soft costs, and developer fee.
- Provide technical analysis on shelter budgets, including leading negotiations with high level nonprofit partners as well as the City’s Office of Management and Budget (OMB) to ensure that budgets represent DHS recommendations for service provisions.
- Provides the Assistant Commissioner with final DHS Budget recommendations for review to ensure OMB sign off within project timeframes that ensure the maintenance of aggressive opening dates.
- Provide managerial support to the Assistant Commissioner in moving human service contract actions through the registration process, including responding to Comptroller questions and inquiries in the final 30 day window prior to contract registration to ensure minimal impact to nonprofit providers and appropriate funding is available to meet startup needs.
- Represent the Assistant Commissioner in high level meetings with both internal and external stakeholders, making decisions that are aligned with Agency goals and objectives and troubleshooting barriers to shelter project timelines or project management goals.
- Receive proposal requests and assess financial feasibility of proposed shelter sites.
- Perform site visits as needed of proposed shelter sites.
- Develop strong working relationships with both State and City agencies to troubleshoot any barriers to shelter opening timeframes.
- Effectively mediate on all issues related to shelter openings between developer/landlord and nonprofit to ensure timeframes to completion are met effectively.
- Effectively communicate to all stakeholders on project management goals and outcomes.
• Initiate and manage special projects as assigned by Divisional leadership, including the development of trackers, maintenance of automated data, and identifying ways to streamline workflows of the Division.
• Other duties may include presentations to both nonprofit and developer communities on new initiatives related to capacity development

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in the development, appraisal, financing, negotiation, or disposition of real estate, or in real estate law, or in urban planning or analytical or coordination work related to housing programs; or

2. A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and seven years of full-time satisfactory experience as described in "1" above; or

3. A satisfactory combination of education and/or experience which is equivalent to "1" or "2" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering or other related fields may be substituted for up to one year of the required experience on the basis of 30 credits equaling one year of experience. Graduation from an accredited law school may be substituted for one year of the required experience. However, all candidates must have at least two years of experience as described above.

Additional Information

**LOAN FORGIVENESS

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the programs other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service.

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

• Generous Pension Plans (The New York Employees' Retirement System);
• 401(k) and ROTH Retirement Savings Programs;
• U.S. Savings Bonds Flexible Spending Program;
• Health Benefits, Dental, Vision Coverage, Prescription Drug Program;
• Training and Professional Development;
• Opportunity for Scholarship; College Savings Program;
• Paid Holidays and Generous Annual Leave

To Apply

IF YOU ARE HIRED PROVISIONALLY IN THIS TITLE, YOU MUST TAKE AND PASS THE CIVIL SERVICE EXAM, WHEN IT BECOMES AVAILABLE, TO BE ELIGIBLE FOR CONTINUED EMPLOYMENT.

THIS POSITION IS OPEN TO QUALIFIED PERSONS WITH A DISABILITY WHO ARE ELIGIBLE FOR THE 55-A PROGRAM. PLEASE INDICATE IN YOUR COVER LETTER THAT YOU WOULD LIKE TO BE CONSIDERED FOR THE POSITION UNDER THE 55-A PROGRAM.

CLICK "APPLY NOW" BUTTON.

Hours/Shift
Monday – Friday 9am – 5pm

**Work Location**
33 Beaver St, New York NY 10004

**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.

POSTING DATE: 12/11/2019
POST UNTIL: 01/11/2020