

ASSOCIATE COMMISSIONER (DHS)

General Statement of Duties and Responsibilities

This is a Management class of positions. Incumbents perform related work.

Under managerial direction, with very wide latitude for independent judgment and un-reviewed action is responsible for the overall management of one of the major offices within the Agency.

Examples of Typical Tasks

Participates in the formulation and implementation of agency policy impacting services to adults and families living in temporary housing. Is responsible for transforming general policies and legal mandates into specific programs, procedures and processes.

Oversees the research and analysis of the needs of the City's homeless adults/families and other adult populations requiring services, e.g. mental health and substance abuse. Works with the Mayor's Office and executives of City/State/Federal regulatory agencies involved in social service operations. Develops and implements new program initiatives and enhances existing programs.

Oversees the management of direct service programs designed for clients in shelter requiring special services, including on-site inspections to ensure compliance with the rules, regulations, and guidelines set by regulatory agencies, and compliance with City and State mandates.

Oversees the recruitment and contract negotiation of privately operated programs. Recommends awarding of contracts to executive management. Develops and implements procedures and monitoring systems to ensure contract compliance. Oversees the evaluation of services delivered to ensure the quality and cost-effectiveness of expenditures, including site inspections. Recommends the renewal and/or defunding of contracted programs.

Acts on the executive level as the agency's representative with Federal/State/City regulatory agencies. Is responsible for maximizing the agency's reimbursement by Federal/State funding sources.

ASSOCIATE COMMISSIONER (DHS) (continued)

Examples of Typical Tasks (continued)

Provides technical expertise to local community groups and other concerned groups engaged in identifying gaps in services and in the planning/development stage of new programs.

Anticipates the need for emergency housing for single adults and families. Participates in the development and implementation of a comprehensive plan for the provision of emergency and permanent housing for such families. Directs the coordination of all agency plans and activities in response to declared disasters and major city-wide emergencies affecting the health and well-being of all clients in New York City temporary housing shelters.

Directly supervises managerial and professional personnel. Sets goals, objectives and priorities for subordinates. Develops and implements a managerial system of controls to ensure staff compliance with these directives. Oversees the preparation and presentation of bureaus' annual budget request; allocates resources including personnel.

Performs the duties of the supervisor in his/her temporary absence.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional experience in one or more of the following fields: public/business administration, community organization, contract management, program evaluation, urban affairs, fiscal financial administration or a related field, at least eighteen months of which must have been in an administrative, managerial, or executive capacity or supervising professional personnel performing duties in one or more of the fields described immediately above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess the eighteen months of supervisory, administrative, managerial, or executive experience as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.