

**EXECUTIVE DEPUTY ADMINISTRATOR (DHS)**

**General Statement of Duties and Responsibilities**

This is a Management class of positions.

Under executive direction of the Department of Homeless Services Administrator, with the greatest possible latitude for independent initiative and un-reviewed action, acts as the chief executive of one of the major offices within the Agency.

**Examples of Typical Tasks**

Acts as a chief advisor to the DHS Administrator concerning programmatic, operational, and policy issues. Participates in policy formulation and the planning of program initiatives.

Oversees the planning, management, and coordination of an office, setting broad programmatic goals, objectives and priorities. Responsible for overseeing the development of programmatic budgets and the allocation of resources.

Responsible for setting agency-wide maintenance and safety policies. Leads interagency efforts to improve shelter conditions.

Responsible for oversight, decision making and fiscal management of all DHS facilities including City Owned shelters and contracted shelter facilities.

Responsible for policy setting, fiscal oversight and day to day operations of all DHS shelter programs which include Family Services, Adult Services and Special Population Shelter Services.

Liaises with public, private, and community agencies. Represents an office before the City Council and other legislative bodies, as well as with state and federal authorities.

**EXECUTIVE DEPUTY ADMINISTRATOR (DHS)** (continued)

**Qualification Requirements**

1. Bachelor's degree from an accredited college and four years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or in supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

**Direct Lines of Promotion**

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