

**DHS ADMINISTRATOR**

Duties Statement

Under the authority delegated by the Commissioner, the Department of Homeless Services Administrator is responsible for the day-to-day overall direction, administration, supervision, coordination, control, planning, evaluation, communication and reporting of all activities within the Department of Homeless Services. S/he coordinates program, fiscal, and administrative operations to assure that all parts of the organization operate effectively and are moving toward Agency goals. The incumbent directly supervises division heads and other key staff who report to the Commissioner, except for the Commissioner's personal staff, or unless otherwise designated by the Commissioner. This individual assumes responsibility for the full utilization of the Agency and makes recommendations, as needed, to the Commissioner for improvements in policies, organization, administration and procedure. She/he represents the Commissioner and carries out other duties related to the Department of Homeless Services, as assigned.