



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



REPOST (IV)
JVN# 130-08-0006C

Civil Service Title:	Administrative Manager (M-4)
Title Code:	10025
Office Title:	Assistant Commissioner for Administration
Salary	
Non-City Hiring Rate:	\$63,090
City Incumbent Rate:	\$68,036-\$162,790
Unit/Location:	Administration Division
No. of Position(s):	1

Job Description: Reporting to the Deputy Commissioner for Administration & Policy, the Assistant Commissioner for Administration is the Agency’s senior level member responsible for oversight and management of day-to-day operations for Contracting, Financial Management, Auditing, General Services and Records Retention functions. This position will serve as the agency’s principle advisor on all related matters for these functional areas. Responsibilities will include, but are not limited to:

- As a member of the Commissioner’s Cabinet staff, provides leadership and guidance to Directors and staff in all areas of Contracting, Procurement, Fiscal Services, Budget, Auditing, General Services and Records Retention and other related functional units;
- Advising the Deputy Commissioner of Administration & Policy to ensure agency adherence with all related policies mandated by the Office of the Mayor, Department of Citywide Administrative Services (DCAS), New York City Comptroller, as well as other local, state and federal regulatory jurisdictions;
- Ensures optimal allocation of financial resources across agency departments; oversees management of expense, revenue and capital budgets; collaborates and coordinates with other senior level staff to maximize agency productivity, effectiveness and efficiency;
- Responsible for overseeing the development and submission of agency funding requests to the Office of Management and Budget (OMB);
- Oversees Financial Analysis of agency spending, including but not limited to Personal Services, Other Than Personal Services, Contracted expenses and facility-based expenses;
- Oversees and provides guidance to Agency Chief Contracting Officer (ACCO) to ensure agency contracting procedures are in compliance with New York City Procurement Policy Board Rules (PPB);
- Facilitates the delivery of services through a customer service approach;
- Develops agency-wide policies and procedures in areas of responsibility in accordance with PPB Rules, Mayor’s Office of Contract (MOC) Guidelines, Department of Citywide Administrative Services (DCAS) directive, City Comptroller Directives, Mayoral Executive Orders, State Office of Children & Family Services (OCFS) regulations, Agency policies and procedures and other applicable regulatory bodies;
- Serves as agency representative with oversight and regulatory authorities on all related functional matters outlined above, including, but not limited to OMB, MOC, the City Comptroller’s Office, DCAS, Department of Records and Storage (DORIS) and state OCFS.

Qualification Requirement(s):

1. A baccalaureate degree from an accredited college and four years of full time satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to “1”, “2” or “3” above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in “1”, “2” or “3” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in “1”, “2” or “3” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 31/2 years.

Preferred Qualifications:

- ▶ Strong background and knowledge of City’s Financial Plan process, PPB rules, use of City’s Financial Management System (FMS), and proficiency and working knowledge of job functions described above;
- ▶ Strong analytical, organizational, interpersonal communication (both oral and written) skills;
- ▶ Customer service orientation;
- ▶ Ability to handle sensitive and discrete matters in a highly confidential manner; and
- ▶ Proven record of managing multiple projects and meeting deadlines.

Anyone interested in applying for this position must submit a cover letter and two copies of resume including Job Vacancy Number to:

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street – 14th Floor
New York, NY 10038**

**The New York City Department of Juvenile Justice is an equal opportunity employer.
* NYC Residency is required within 90 days of appointment.***

Posting Date: 6/25/08	Posting Expires: Until Filled	JVN #130-08-0006C
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