



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0064C

Civil Service Title:	Administrative Manager (M-4)
Title Code:	10025
Office Title:	Assistant Commissioner for Operations and Detention
Salary	
Non-City Hiring Rate:	\$63,090
City Incumbent Rate:	\$68,036 - \$130,232 (Agency Budget: \$94,000 Maximum)
Unit/Location:	Central Office / Operations & Detention 110 William Street – 20 th Floor New York, NY, 10038
No. of Position(s):	1

Job Description: Reporting to the Deputy Commissioner for Operations & Detention, the Assistant Commissioner’s responsibilities will include:

- Overseeing the day to day operations within the Department’s secure detention facilities and court services / transportation unit, including all aspects of custody, care and security.
- Maintaining overall compliance with regulations and policies of the New York State Office of Children and Family Services and other regulatory and advisory agencies.
- Serving as liaison with court administrators, City agencies and community organizations concerning operational issues within secure detention and court services/transportation.
- Monitoring the Group Oriented Analysis of Leadership Strategies (GOALS) indicators for secure detention and court services/transportation, including but not limited to on-time court arrival, contraband incidents, searches, and assaults and altercations.
- Ensuring proper response to emergent and emergency operations issues.
- Monitoring facility operations and the maintenance of the secure detention facilities and court services/transportation and ensures efficiency and effectiveness of operations.
- Advising the Deputy Commissioner of Operations & Detention on policy issues related to overall operations.
- Monitors population levels and determine operational trends and needs.

Will be on call 24 hours a day, 7 days a week.

Qualification Requirement(s):

1. A baccalaureate degree from an accredited college and four years of 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:

- The candidate should have several years of experience working in detention facilities in New York City, which includes supervisory and/or administrative experience.
- The candidate should have experience dealing with outside agencies, such as law enforcement, criminal justice, courts, juvenile justice and/or emergency management.
- The candidate should have thorough knowledge of custody and security, secure transportation, investigations and emergency preparedness.

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street – 20th Floor
New York, NY 10038**

The New York City Department of Juvenile Justice is an equal opportunity employer.

Posting Date: 6/18/07	Posting Expires: Until Filled	JVN #130-07-0064C
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