



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0044C

Civil Service Title:	Administrative Staff Analyst, NM	
Title Code:	1002A	
Office Title:	Deputy Director of Operations	
Salary Non-City Hiring Rate: City Incumbent Rate:	N/A \$49,151-\$76,527	
Unit/Location:	Crossroads Juvenile Center 17 Bristol Street Brooklyn, New York	
No. of Position(s):	1	
Job Description: Under direct supervision of the Director of Operations will assist the Director of operations in the administration of all program activities and services. S/he will assist in providing direction and setting standards for all direct and indirect services in the facility. S/he will assist with ensuring that all operations are conducted in accordance with appropriate professional standards as well as all oversight agencies. In addition, s/he will oversee the group services and recreational units and act as agency liaison to agency in-house medical provider and NYS Office of Children and Family Services.		
Qualification Requirement(s):		
<ul style="list-style-type: none"> ▶ A master’s degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or ▶ A baccalaureate degree from an accredited college and four years of professional experience in the areas described in “1” above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1” above. 		
Preferred Qualifications:		
<ul style="list-style-type: none"> ▶ Prior experience in a correctional or detention like facility setting. ▶ Strong communications skills. ▶ Detailed oriented. ▶ Will be on-call 24 hours. 		
Anyone interested in applying for this position should 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 – 20th Floor New York, NY 10038		
The New York City Department of Juvenile Justice is an equal opportunity employer		
*** Responses must be received by the Recruitment Division by close of business on the date the posting expires***		
NYC Residency required within 90 days of appointment		
Posting Date: 2/9/07	Posting Expires: Until Filled	JVN #130-07-0044C