



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0009C

Civil Service Title:	Administrative Manager, (M-I)
Title Code:	10025
Office Title:	Director of Departmental Policies and Procedures
Salary	
Non-City Hiring Rate:	\$42,778
City Incumbent Rate:	\$46,343 - \$94,608
Unit/Location:	Central Office Departmental Policies and Procedures 365 Broadway New York, NY 10013
No. of Positions:	1

Job Description: Under the supervision of the Commissioner, the Director will be responsible for managing the development, coordination and implementation of Departmental policies and procedures, both operational and administrative. The selected candidate will directly supervise and train as necessary the research assistants assigned to the Office of Departmental Policies and Procedures. He/she will be responsible for overseeing the drafting of policies and procedures, cataloging and reviewing all existing policies and procedures and identifying and responding to areas in need of procedures and opportunities to streamline and consolidate existing policies and procedures and ensure new policies and procedures and formalized in a timely manner. The position will ensure that all policies and procedures are in accordance with NYC Charter chapter 28, sections 675-677, oversight agencies, such as the State Office of Children and Family Services (OCFS), and Citywide policies and procedures. The selected candidate will ensure that Department’s policies and procedures are consistent throughout the Agency and are in accordance with Agency practice, including auditing of practices at the facility level. In addition, the position will be responsible for ensuring that the Agency’s policy and procedure library is maintained and up-to-date, distribution and tracking the distribution of policies and procedures and working with the Training Unit to ensure staff are trained on and/or understand policies and procedures.

Qualification Requirement(s):

- ▶ 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
- ▶ 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
- ▶ 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
- ▶ Education and/or experience equivalent to “1”, “2” or “3” above. However, 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 3 ½ years.

Preferred Qualification Requirement(s):

- ▶ Excellent writing and communication skills.
- ▶ Strong ability to meet deadlines.
- ▶ Working knowledge of the juvenile justice, criminal justice, public safety or related systems.
- ▶ Previous experience writing policies and procedures.
- ▶ Excellent project management organizational skills.

Other Requirement(s):

- ▶ Candidate may be asked to produce writing samples during the interview/selection process.

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
365 Broadway – 3rd Floor
New York, NY 10013**

F/V/D 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*****

Posting Date: 9/11/06	Posting Expires: 9/25/06	JVN #130-07-0009C
------------------------------	---------------------------------	--------------------------