



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE
REPOST**



JVN# 130-06-0011C

Civil Service Title:	Administrative Manager, MI	
Office Title:	Director of Support Services	
Salary Non-City Hiring Rate: City Incumbent Rate:	\$41,257 \$44,982-\$90,829	
Unit/Location:	Bridges Juvenile Center 1221 Spofford Avenue Bronx, New York	
No. of Position(s):	1	
<p>Job Description:</p> <p>Under direct supervision of the Executive Director of the Bridges Juvenile Center Detention Facility, the selected candidate will be responsible for the overall operations and supervision of all aspects of the facility operations including kitchen, maintenance, security, housekeeping, procurement, budget, office management, and personnel. In addition, the Director of Support Services will enforce the policies and procedures of the agency, set general goals/objectives and priorities for staff, act as an adviser to the Agency's executive staff and program directors on security and support services issues. The selected candidate will also be responsible for the supervision of a staff of over 50 and must be capable of managing all aspects of the facility in the absence of the Executive Director, if needed.</p>		
<p>Note: Section 424-a of the N.Y.S. Social Service Law requires an authorized agency to inquire whether a candidate for employment with child care responsibilities is or has been the subject of an indicated child abuse or maltreatment report on file with the statewide central register of child abuse and maltreatment.</p>		
<p>Qualification Requirement(s):</p> <ul style="list-style-type: none"> ▶ A Baccalaureate Degree from an accredited college plus four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision making concerning program management or planning, allocation of 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, supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than 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, all candidates must possess the 18 months of administrative, managerial, executive, supervisory experience as described in "1", "2", "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", "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. 		
<p>Anyone interested in applying for this position must submit <u>two</u> copies of your resume including Job Vacancy Number to:</p> <p align="center">NYC Department of Juvenile Justice Human Resources – Recruitment Division 365 Broadway – 3rd Floor New York, NY 10013</p>		
<p align="center">F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer</p> <p align="center">*** Responses must be received by the Recruitment Division by close of business on the date the posting expires***</p> <p align="center">**NYC Residency required within 90 days of appointment**</p>		
Posting Date: 2/24/06	Posting Expires: Until Filled	JVN #130-06-0011C