



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-07-0012C

Civil Service Title:	Administrative Manager, MI
Title Code:	10025
Office Title:	Director of Operations
Salary Non-City Hiring Rate:	\$42,974
City Incumbent Rate:	\$46,343-\$94,608
Unit/Location:	ANY Department of Juvenile Justice Facility
No. of Position(s):	1

Job Description: Under direct supervision of the Executive Director of a detention facility and with wide latitude for independent judgement, the Director of Operations will be the second in command managing the facility and will therefore be responsible for the entire operation of the facility in the absence of the Executive Director. S/he will be managing all program activities and services at the facility, which operates 24 hours/7 days a week. The selected candidate will oversee the facility's Executive management team in the absence of the Executive Director. The Director of Operations will monitor the management of juvenile's behavior by overseeing the Deputy Director of Operations and Case Management Supervisor and will provide direction and set standards for the Department of Education (DOE). In addition, the Director of Operations will ensure that the facility is in compliance with oversight agencies' regulations including those of the State's Office of Children and Family Services (OCFS).

Qualification Requirement(s):

- ▶ 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.

Preferred Qualifications:

- ▶ Prior experience in a correctional or detention like facility setting.
- ▶ Strong communications skills.
- ▶ Derailed 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
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*****

****NYC Residency required within 90 days of appointment****

Posting Date: 9/19/06	Posting Expires: 10/03/06	JVN #130-07-0012C
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