

****REPOST****
DEPARTMENT OF JUVENILE JUSTICE
JVN# 130-05-0012C

Civil Service Title: Administrative Staff Analyst, (NM)
Office Title: Director of Support Services
Salary: Non-City Hiring Rate: \$44,876
City Incumbent Rate: \$46,671, \$72,665

Unit/Location: Horizon Juvenile Center
560 Brook Avenue
Bronx, NY 10455

Number of Positions: 1

JOB DESCRIPTION: Under direct supervision of the facility Executive Director of the juvenile detention facility, the selected candidate will be responsible for the overall operations and supervision of all aspects of 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 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.

Qualification Requirements

- ❖ 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, or a closely related field and one year 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.
- ❖ A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

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

Department of Juvenile Justice
Recruitment Division- JVN# 130-05-0012C
365 Broadway - 3rd Floor
New York, NY 10013

*****Resumes must be received by C.O.B. on last day posted*****

Posting Date: 3/8/05 **Posting Expires: 3/21/05** **JVN# 130-05-0012C**
F/V/D DJJ AND THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER
New York City residency is required within ninety days of appointment