



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-08-0050C

Civil Service Title:	Administrative Staff Analyst, NM
Office Title:	Facility Director
Salary	
Non-City Hiring Rate:	N/A
City Incumbent Rate:	\$52,641 - \$81,961
Unit/Location:	Non-Secure Detention Location TBD
No. of Positions:	1

Job Description: The candidate will be responsible for the administration, management and program development for a 12 to 16 bed non-secure detention group home for the Department. The Facility Director will be on-call 24 hours/seven days a week, and be responsible for custody, safety and service delivery to detained youth who are awaiting their case adjudications in the family court. Responsibilities will include, but not be limited to, the implementation and oversight of programming, staff supervision, youth recreation, youth transportation services to and from courts and other appointments, and coordination with the Medical and Mental Health Services Unit and Court Services. Encompassed in the service delivery responsibilities of the Facility Director are ensuring a clean and contraband-free environment; providing comprehensive case management and orientation services; providing quality nutrition; youth counseling; and providing access for recreation, conflict resolution, violence reduction, self esteem building and other programmatic efforts to reduce recidivism. The Director will develop and implement comprehensive monitoring systems to ensure the safety and regulatory compliance with OCFS and other regulatory oversight agency standards, as well as ensure that all DJJ policies are adhered to.

Qualification Requirement(s):

1. 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. 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
2. A baccalaureate degree from an accredited college and four years of satisfactory full-time 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.

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.

Preferred Qualification Requirement(s):

- ▶ Experience in a congregate care setting, correctional or detention setting of similar size and capacity as DJJ's facilities.
- ▶ Experience in the supervision of child care staff.
- ▶ Experience working on a multi-disciplinary team.
- ▶ NYS Driver's License.

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

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street – 14th 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 is required 90 days after appointment.

Posting Date: 2/28/08	Posting Expires: UNTIL FILLED	JVN #130-08-0050C
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