



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-09-0002C

Civil Service Title:	Administrative Manager (M-1)
Title Code:	10025
Office Title:	Facility Director
Salary	
Non-City Hiring Rate:	\$45,758
City Incumbent Rate:	\$49,346 - \$125,923
Unit/Location:	Non-Secure Detention / Location - TBD
No. of Position(s):	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 adjudication's in the family court. Representatives 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 to ensure the safety and regulatory compliance with OFCS and other regulatory oversight agency standards, as well as ensure that all DJJ policies are adhered to.

Qualification Requirement(s):

1. A baccalaureate degree from an accredited college and four years of full time 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
2. 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
3. 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
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all 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 31/2 years.

Preferred Qualifications:

- ▶ 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 a cover letter and 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.
NYC residency is required within 90 days of appointment.**

Posting Date: 7/10/08	Posting Expires: Until Filled	JVN #130-09-0002C
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