



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-08-0048C

Civil Service Title:	Principal Administrative Associate, I
Title Code:	10124
Office Title:	Property Manager
Salary Non-City Hiring Rate: City Incumbent Rate:	\$36,965 \$42,510 - \$54,149
Unit/Location:	Property / Crossroads Juvenile Center 17 Bristol Street Brooklyn, New York
No. of Positions:	1

Job Description: Under supervision of the Director of Support Services, with latitude for independent initiative and judgement, the Property Manager will perform, but not be limited to, the following supervisory or administrative functions: coordinate the operations of the Property Management Unit; coordinate the procurement of equipment, goods and services for the facility, assuring compliance with purchasing policies from the initiation of the request to the point of delivery; establish and maintain a computerized inventory of facility furniture, equipment, and supplies; verify the need for equipment and supplies requisitioned before distribution or purchase; monitor usage of supplies that are issued by the facility; conduct periodical physical counts of supplies inventory; implement procedures to reallocate and relinquish agency property; assist in monitoring facility budget expenditures; supervise clerical and storeroom staff; implement Agency's absence control procedures and performance evaluation system for the unit; prepare written reports; maintain records and perform other related duties.

Qualification Requirement(s):

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience as described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Qualification Requirement(s):

- ▶ A demonstrated ability to work independently and with initiative
- ▶ Detailed oriented.

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

***** Responses must be received by the Recruitment Division
by close of business on the date the posting expires*****

NYC Residency is required within 90 days of appointment.

Posting Date: 6/19/08

Posting Expires: 7/07/08

JVN #130-08-0048C