

****REPOST****
DEPARTMENT OF JUVENILE JUSTICE
JVN# 130-05-0003C

Civil Service Title: Administrative Staff Analyst (M-II)
Office Title: Senior Project Manager
Salary: Non City Hiring Rate-\$45,632
City Incumbent Rate- \$49,210-\$97,548
Unit/Location: Central Office
365 Broadway – Manhattan
Shift: 9 a.m. – 5 p.m.
Number of Positions: 1 (Limited duration of 2 ½ years)

JOB DESCRIPTION: The Senior Project Manager will supervise the design and implementation phases of the Juvenile Access Support System (JASS) project. The system will be a web-based fully integrated user-friendly data system. The selected candidate will supervise personnel hired to design the project and monitor the actual project design. This will include ensuring the application development, testing and review processes, and service requirements goals are met. The Senior Project Manager will review plans, suggestions, and changes and make the necessary adjustments. The selected candidate will schedule, conduct and document project review meetings and meet established deadlines. The Senior Project Manager will guide, and train selected project team members in the planning, organization, execution, and service delivery of the final project. Upon project start-up, the Senior Project Manager will design and provide reports based on needs assessments, etc.

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 two years of satisfactory full-time professional experience working with a budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social service program planning/evaluation, fiscal management, or in a related area, 18 months of which must have been in an executive, managerial, administrative, or supervisory capacity;
- ❖ A baccalaureate degree from an accredited college and four years of professional experience, including the specialized 18 months of experience as described in "1" above;
- ❖ A four-year high school diploma or its educational equivalent and eight years of professional experience as described in "1" above; or 4. A combination of education and experience equivalent to "1", "2", "3" above. Experience to be credited under "3" above must have been with the City of New York.

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# 130-05-0003C
365 Broadway - 3rd Floor
New York, NY 10013

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

Posting Date: 8/16/04

Posting Expires: 8/27/04

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M/F/V/D DJJ AND THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER