

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Manager	Level: M-IV
Title Code No: 10025	Salary: \$160,000-\$180,000 Frequency: ANNUAL
Business Title: Senior Correctional Institution Administrator	Work location: Hazen Street (Rikers Island) East Elmhurst, NY 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 8
Job ID: 202536	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is one of the largest municipal jail systems in the United States. The DOC provides for the care, custody and control of inmates, 16 years of age and older, accused of crimes or convicted and sentenced to incarceration of one year or less. The DOC operates 14 inmate jail facilities including ten that are on Rikers Island, the court commands in the five boroughs, and two prison hospital wards. The DOC handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 11,000 uniform and non-uniform staff.

The DOC seeks to employ Senior Correctional Institution Administrators who will partner with, report to, and assist departmental Correctional Wardens in monitoring all aspects of the DOC inmate facilities operations. The incumbents will collaborate with the facility Wardens and correctional staff to review that daily facility operations are safe, secure, efficient and professional. The successful candidates will also be responsible for monitoring and working with the Assistant Chiefs and Correctional Wardens to ensure that jail operations remain compliant with all legal mandates, court orders, federal/state/city and local regulations; establish and maintain cooperative working relationships across the senior leadership team, oversight agencies, public agencies, community and professional groups and correctional employees; analyze situations accurately and recommend effective solutions to leadership; assist with the training and motivation of staff to achieve maximum effectiveness; and analyze data to help isolate potential trends for leadership consideration. The successful candidates will research, review and recommend correctional best practices; and perform other related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible 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; 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; 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.

Preferred Skills

At least fifteen (15) years of professional supervisory experience as a Correctional Administrator, Correctional Superintendent, Warden, Chief or other senior level supervisory experience in a correctional setting;
Experience overseeing and managing the operations of a large correctional facility, large county jail, detention center or correctional system;
Working knowledge of modern principles and practices in correctional administration; rehabilitation and inmate programs, inmate housing and classification, correctional facility security and emergency response operations;
Prior professional experience with planning, evaluating, organizing and implementing best correctional practices, policies and procedures;
Experience formulating policies, goals and objectives for correctional employees;
Experience evaluating the performance of institutional operations and the effectiveness of programs in relation to the inmate population, and maintaining high standards and work objectives;
Ability to understand and address the problems of custody (especially security), treatment and training of inmates;
Experience providing mentoring, coaching, guidance and leadership to correctional staff.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#: 202536.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 202536

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 07/28/2015	Post Until Filled
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