

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Manager	Level: N/A
Title Code No: 1002C	Salary: \$60,000.00-\$70,000.00 Frequency: ANNUAL
Business Title: Executive Coordinator-Program Support	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 227353	Hours/Shift: Day
Job Description	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The “DOC” operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. Reporting directly to the Deputy Commissioner, Information Technology the Executive Coordinator will support all facets of IT operations including but not limited to:</p> <ul style="list-style-type: none"> • The design, creation, and preparation of quantitative reports generated on a consistent and ad-hoc basis; • Data analysis and creation of graphs/charts with summations; • Data input and tracking, utilizing various IT systems; • Updating and preparing the Deputy Commissioner for meetings with daily briefings; • Providing customer service to employees and coordinating feedback in a timely manner with senior level staff as required; • Prioritizing the daily schedule of the Deputy Commissioner and other senior-level staff as required; • Training other staff and providing assistance during project planning and implementation. <p>This role will involve extensive interaction with other divisions within DOC requiring a candidate that can effectively work with all levels of management and employees as well as maintain a high level of confidentiality. The workload is highly process-driven requiring an extremely detailed oriented candidate.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and four years of 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 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 3 ½ years. 	
Special Note	
Must be a permanent in the title of Administrative Manager in order to be considered.	
Preferred Skills	
<ol style="list-style-type: none"> 1. Ability to work on multiple priority projects 2. Proven ability to use MS Office products 3. Ability to design and create reports 4. Average/in-depth knowledge of typical IT operations 5. Team player and the ability to work in a fast-paced environment 	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 227353 For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 227353</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 01/05/16	Post Until: 01/19/16

The City of New York and the Department of Correction are Equal Opportunity Employers.