

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

Civil Service Title: PRINCIPAL ADMINISTRATIVE ASSOCIATE	Level: I
Title Code No: 10124	Salary: \$39,981.00 – \$58,568.00 Frequency: ANNUAL
Business Title: Executive Assistant to the Director of Training Management	Work Location: 66-26 Metropolitan Avenue, Middle Village, New York 11379
Division/Work Unit: Training Academy	Number of Positions: 1
Job ID: 183774	Hours/Shift: Day

Job Description

Under the direction of the Director of Training Management with latitude for the exercise of judgment, the candidate will serve as the Executive Assistant to the Director of Training Management. S/he will be responsible for coordinating the activities of the Training Management Unit within the Academy. The selected candidate will be responsible for conducting surveys of training population and analyze results for the Academy Staff. Monitor training statistics and strategically plan for future growth or decrease in training services. Assist with preparation and submission of program proposals; coordinates and submits applications to appropriate oversight authorities for program approval. Responsible for special projects as assigned by the Director of Training Management. Prepare program proposals and materials for response to requests for information from various areas such as Legal Division, State Commission of Correction and the Office for Policy & Compliance. Responsible for registering recruits with DCJS and ensuring all uniformed employees receive their Basic Course for Correction Officer certifications. Maintain and update as necessary the files of lesson plans used for training purposes. Keep listings of all lesson plans used for recruit, in-service, pre-promotional, non-uniformed, and any non-academy training performed by department instructors. Liaison with New York State Department of Criminal Justice Services and State Commission of Correction for correction officer training and outside agency training. Support the work of the Commanding Officer and Director of Training Management, as needed.

Minimum Qualification Requirements

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 clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
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 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.

****OPEN ONLY TO EMPLOYEES WHO ARE CURRENTLY SERVING AS PERMANENT PRINCIPAL ADMINISTRATIVE ASSOCIATE. PLEASE CLEARLY STATE YOUR CIVIL SERVICE STATUS ON YOUR RESUME OR COVER LETTER.**

Preferred Skills

Proficiency in MS Word, Excel, PowerPoint and Outlook. Outstanding interpersonal and writing skills. Excellent communication, organizational, analytical and presentation skills highly desired. Experience or knowledge of curriculum design, lesson plan development, and training delivery a plus.

Residency Requirement

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. Click on Recruiting Activities > Careers and search for Job ID#183774

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#183774

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 02/10/15

Post Until: 03/20/15

The City of New York is an Equal Opportunity Employer