

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

<b>Civil Service Title: Program Specialist</b>	<b>Level: III</b>
<b>Title Code No: 60948</b>	<b>Salary: \$56,021/\$64,424-\$76,924 Frequency: ANNUAL</b>
<b>Business Title: Business Manager</b>	<b>Work Location: 275 Atlantic Avenue, Brooklyn, New York 11201</b>
<b>Division/Work Unit: Brooklyn Detention Complex</b>	<b>Number of Positions: 1</b>
<b>Job ID: 150612</b>	<b>Hours/Shift: Day Tour</b>

**Job Description**

Under the general supervision of uniformed or civilian managerial staff, and with some latitude for independent judgment and scope of action, the Business Manager will have direct functional and supervisory responsibilities for the operation of the General Office, Storehouse and Commissary. May assist management with the production and maintenance of statistical records and the preparation of performance indicator reports. Performs related duties.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; 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 four years of Full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in "2" above is required for Assignment Level II and two additional years of experience for Assignment Level III.

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**Preferred Skills**

Excellent supervisory, organizational and statistical skills required.

**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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#150612.

**Attention: SHAREN HARRIS**

This position is only open to Department of Correction employees who are permanent in the title of Program Specialist or employees who applied for the Program Specialist examination.  
Submission of a resume is not a guarantee that you will receive an interview.  
Only those candidates under consideration will be contacted.

**Posting Date: 05/15/2014**

**Post Until: 05/30/2014**