



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**



**JVN# 130-06-0019C**

<b>Civil Service Title:</b>	Administrative Staff Analyst (M-2)	
<b>Office Title:</b>	Senior Project Manager	
<b>Salary Hiring Rate:</b>	\$45,632 - \$97,548	
<b>Unit/Location:</b>	Central Office 365 Broadway New York, NY 10013	
<b>No. of Position(s):</b>	<b>1</b>	
<b>Job Description:</b> 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 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 need assessments.		
<b>Preferred Qualifications:</b>		
<ul style="list-style-type: none"> <li>▶ Strong project organization and management experience.</li> <li>▶ Strong written and oral communication skills.</li> </ul>		
<b>Qualification Requirement(s):</b>		
<ul style="list-style-type: none"> <li>▶ 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 in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or</li> <li>▶ A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.</li> </ul>		
<b>Anyone interested in applying for this position must submit cover letter and <u>two</u> copies of resume including Job Vacancy Number to:</b>		
<b>NYC Department of Juvenile Justice Human Resources – Recruitment Division 365 Broadway – 3<sup>rd</sup> Floor New York, NY 10013</b>		
F/V/D The New York City Department of Juvenile Justice is an equal opportunity employer		
<b>Posting Date: 3/20/06</b>	<b>Posting Expires: Until Filled</b>	<b>JVN #130-06-0019C</b>