

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
JOB POSTING NOTICE**

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| <b>Civil Service Title:</b> Health Services Manager   | <b>Level:</b> M-II  |
| <b>Title Code No:</b> 10069   | <b>Salary:</b> \$\$85,000.00 - \$100,000.00<br><b>Frequency:</b> ANNUAL |
| <b>Business Title:</b> Executive Director   | <b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370      |
| <b>Division/Work Unit:</b> Health Affairs   | <b>Number of Positions:</b> 1   |
| <b>Job ID:</b> 241953   | <b>Hours/Shift:</b> Day   |
| <b>Job Description</b>  |   |
| <p>The New York City Department of Corrections (DOC) 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 manages 12 inmate facilities, nine 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.</p> <p>The DOC seeks to recruit an Executive Director who's task will include:</p> <ul style="list-style-type: none"> <li>• Training and Supervising staff;</li> <li>• /Facilitating the creation of operation manuals;</li> <li>• Assisting in the design and creation of reports;</li> <li>• Creating presentations for public information sharing;</li> <li>• Following up with stakeholders that are interested in the work of Health Affairs;</li> <li>• Inputting data, utilizing various HR-related systems and extracting reports;</li> <li>• Updating and preparing the Deputy Commissioner for meetings with daily briefings;</li> <li>• Providing customer service to employees and coordinating feedback in a timely manner with senior level staff as required;</li> <li>• Assisting in the coordination and long-term planning of recruitment activities;</li> <li>• Coordinating and prioritizing the daily schedule of the Deputy Commissioner and other senior-level staff when required;</li> <li>• Providing assistance during project planning and implementation;</li> <li>• Performing other duties/special projects as assigned;</li> </ul> |   |
| <b>Minimum Qualification Requirements</b>   |   |
| <ol style="list-style-type: none"> <li>1. A baccalaureate degree from an accredited college and five years of full-time satisfactory experience in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, community health, environmental health, school health, social services program, or mental hygiene program at least 18 months of which must have been in a managerial or administrative capacity requiring independent decision-making concerning program management, planning, evaluation for quality improvement and assurance, allocation of resources, and the scheduling and assignment of work; or</li> <li>2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, community health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above.</li> </ol>   |   |
| <b>Preferred Skills</b>   |   |
| <ul style="list-style-type: none"> <li>• In depth knowledge of Excel, Microsoft word, and PowerPoint;</li> <li>• Ability to design and create reports;</li> <li>• Excellent decision making, and communication skills;</li> <li>• Team player and the ability to work in a fast-paced environment.</li> <li>• Complex Problem Solving</li> </ul>  |   |
| <b>Residency Requirement</b>  |   |
| <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>   |   |
| <b>To Apply</b>   |   |
| <p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for <b>Job ID# 241953</b></p> <p>For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for <b>Job ID# 241953</b></p> <p>Submission of a resume is not a guarantee that you will receive an interview.<br/>Only those candidates under consideration will be contacted.</p>  |   |
| <b>Posting Date:</b> 5/25/16  | <b>Post Until:</b> 6/20/16  |

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