

## **JOB ANNOUNCEMENT**

**Job Titles - Youth Facility Director 1, 2, 3, and 4**

**NYS Office of Children and Family Services**

**Facility Locations throughout New York State**

The Office of Children and Family Services (OCFS) anticipates vacancies in Youth Facility Director positions in several locations in the near future. When these vacancies occur, OCFS must fill them as soon as possible. Therefore, the agency encourages qualified individuals to express their interest in serving as a Youth Facility Director now, by following the procedure described at the end of this announcement. OCFS will interview some of the qualified individuals as each vacancy occurs. The salary will be determined by the facility's security level and location.

**DUTIES:** A Youth Facility Director provides on-site management of a youth facility in accordance with the New York State Executive Law, applicable regulations and OCFS policies. He/she directs the operations of a residential facility for the care, education, treatment and counseling of adjudicated juvenile delinquents and other youth placed by the courts. The Youth Facility Director establishes and maintains good relationships with the surrounding community, including serving as a spokesperson for the facility and the OCFS. The director manages the implementation and monitoring of various OCFS policies and procedures. He/she supervises the on-site delivery of rehabilitative, medical, mental health and educational services to the facility's youth. He/she is responsible for ensuring that the facility is a safe, secure environment, and provides on-call management coverage 24 hours a day, 7 days a week.

Other duties, functions and responsibilities will be discussed in detail during the interview.

The minimum qualifications for each of the four Youth Facility Director positions are described below. **Please read the qualifications carefully, and apply only for the title, or titles, for which you qualify.**

### **Minimum Qualifications**

**Youth Facility Director 1**

**Salary Grade: M-1**

**Negotiating Unit: Management Confidential**

**Appointment Type: Non-Competitive**

**One year of experience as a Youth Facility Assistant Director 1, G-21**

**OR – OCFS experience**

**One year of professional experience at G-23 or above; or two years of professional experience at G-20 or above; or three years of experience at G-18 or above; or a satisfactory equivalent combination of the above experience. Qualifying experience must have been gained in a facility-based position or in a central office position having substantial responsibility for the support of OCFS-operated residential programs.**

**OR – NYS experience, non-OCFS**

**One year of professional experience at M-1 or above or two years of professional experience at G-23 or above. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of residential programs. One year of the required experience must have included responsibility for the supervision of professional staff.**

**OR Non-state experience**

**Bachelor's degree and five years' experience must have been gained in the overall administration of a care/custody facility for adult correctional, juvenile justice, mental health or forensic mental health clientele. Qualifying experience must have been gained in a facility-based position having substantial responsibility for the support of residential programs. One year of the required experience must have included responsibility for the supervision of professional staff.**

**Youth Facility Director 2**

**Salary Grade: M-2**

**Negotiating Unit: Management Confidential**

**Appointment Type: Non-Competitive**

**One year of experience as a Youth Facility Assistant Director 2, G-23.**

**OR – OCFS experience**

**One year of professional experience at G-24/M-1 or above; or two years of professional experience at G-23 or above; or three years of experience at G-21 or above; or a satisfactory equivalent combination of the above experience. Qualifying experience must have been gained in a facility based position, or in a central office position having substantial responsibility for the support of OCFS-operated residential programs.**

**OR – NYS experience, non-OCFS**

**One year of professional experience at G-26/M-2 above; or two years of professional experience at G-24-/M-1 or above; or three years of professional experience at G-22 or above. Qualifying experience must have been gained in a facility-based position or in a central office position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

**OR Non-state experience**

**Bachelor's degree and six years' experience must have been gained in the overall administration of a care/custody facility for adult correctional, juvenile justice, mental health or forensic mental health clientele. Qualifying experience must have been gained in a facility-based position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

### **Youth Facility Director 3**

**Salary Grade: M-3**

**Negotiating Unit: Management Confidential**

**Appointment Type: Non-Competitive**

**One year of experience as a Youth Facility Assistant Director 3, M-1 or Youth Facility Director 1, M-1.**

**OR – OCFS experience**

**One year of professional experience at G-26/M-2 or above; or two years of professional experience at G-24/M-1; or three years of experience at G-23 or above; or a satisfactory equivalent combination of the above experience. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of OCFS operated residential programs.**

**OR – NYS experience, non-OCFS**

**One year of professional experience at G-28/M-3 or above; or two years of professional experience at G-26/M-2 or above; or three years of professional experience at G-24/M-1 or above. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

**OR Non-state experience**

**Bachelor's degree and seven years' experience must have been gained in the overall administration of a care/custody facility for adult correctional, juvenile justice, mental health or forensic mental health clientele. Qualifying experience must have been gained in a facility-based position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

## Youth Facility Director 4

**Salary Grade: M-4**

**Negotiating Unit: Management Confidential**

**Appointment Status: Non-Competitive**

**One year of experience as a Youth Facility Assistant Director 3, M-1 or Youth Facility Director 1, M-1 or Youth Facility Assistant Director 4, M-2 or Youth Facility Director 2, M-2.**

**OR – OCFS experience**

**One year of professional experience at G-28/M-3 or above; or two years of professional experience at G-26/M-2; or three years of experience at G-24/M-1 or above; or a satisfactory equivalent combination of the above experience. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of OCFS operated residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

**OR – NYS experience, non-OCFS**

**One year of professional experience at G-30/M-4 or above; or two years of professional experience at G-28/M-3; or three years of experience at G-26/M-2 or above. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

**OR Non-state experience**

**Bachelor's Degree and eight years' experience must have been gained in the overall administration of a care/custody facility for adult correctional, juvenile justice, mental health or forensic mental health clientele. Qualifying experience must have been gained in a facility-based position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.**

### **\*Definition of Qualifying Experience**

**Qualifying experience must have been gained in a New York State- operated care/custody facility for an adult correctional, juvenile mental health, or forensic mental health population. Acceptable functional experience areas are security, counseling, education, recreation and medical. Each position requires a certain number of years (see #1 below) of this required experience, which must have included responsibility for second-level supervision or supervision of professional staff; OR in a central office or field office unit of the Department of Correctional Services, or the Office of Mental Health, and must have been gained in positions having substantial responsibility for the support of residential care/custody**

programs for an adult correctional, juvenile mental health, or forensic mental health populations. Acceptable functional experience areas are security, counseling, education, recreation and medical. Each position requires a certain number of years (see #2 below), which must have included responsibility for second-level supervision of professional staff.

**#1 – Number of years of experience required:**

- For Youth Facility Director 1 - One (1).
- For Youth Facility Director 2 -Two (2).
- For Youth Facility Director 3 -Two (2).
- For Youth Facility Director 4 - Two (2).

**#2 – Number of years of experience required:**

- For Youth Facility Director 1- One (1).
- For Youth Facility Director 2- Two (2).
- For Youth Facility Director 3- Two (2).
- For Youth Facility Director 4- Two (2).

**APPLICATION PROCEDURE:** Each interested and qualified individual should send a resume and a brief letter expressing interest in a particular Youth Facility Director position or positions, highlighting his/her relevant experience to:

**Bureau of Personnel  
New York State Office of Children and Family Services  
52 Washington Street  
Room 231-North Building  
Rensselaer, NY 12144**

**Responses are due no later than September 1, 2016.**