

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8169700

Facilities Manager, M-3

Brief Description of Class

Facilities Managers oversee residential facilities operated by the Division for Juvenile Justice and Opportunities for Youth (DJJOY) and monitor the health and safety concerns of the residents and staff in these facilities.

These positions are classified at the Office of Children and Family Services (OCFS).

Distinguishing Characteristics

Facilities Manager: non-competitive; reporting to the Associate Commissioner for Facilities Management, monitors and oversees the operations of assigned youth facilities for safe and secure operations; works closely with Youth Facility Directors in their assigned geographical area to ensure facility compliance with all regulations, policies, and procedures and that youth and families receive high-quality services while under OCFS supervision.

Related Classes

Youth Facility Directors are responsible for directing the operations of a residential facility for the care, education, and counseling of adjudicated juvenile delinquents and other court-placed youth. They provide leadership, management, and direction in conjunction with the Youth Facility Assistant Director in OCFS.

Illustrative Duties

Monitors and oversees the operations of assigned youth facilities including supervision of Youth Facility Directors.

Conducts onsite visits, observes program activity, assesses facility environment/quality of life, and completes associated reports.

Conducts facility inspections for safety, security, and cleanliness; ensures corrective action is taken where necessary.

Provides technical assistance to facilities in areas requiring improvement or direction and communicates information between facility management and DJJOY.

Reviews and monitors incidents, and ensures facility compliance with regulations, policies, and procedures.

Minimum Qualifications

Facilities Manager

Non-competitive: bachelor's degree and six years of professional administrative experience in the review of facility operations, procedures and standards compliance for facilities housing court-adjudicated youth between the ages of 12 and 18.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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