

DEPARTMENT OF JUVENILE JUSTICE
JVN# 130-05-0030C

Civil Service Title: Assistant Commissioner for Planning and Program Development, M-IV
Office Title: Assistant Commissioner for Program & Medical Services
Salary: New Hire Minimum: \$56,883
Current City Employee: \$61,343-\$117,420
Unit/Location: Central Office
365 Broadway
New York, NY 10013

Number of Positions: 1

JOB DESCRIPTION: Reporting to the Deputy Commissioner for Operations & Detention, the Assistant Commissioner's responsibilities will include:

- Overseeing the delivery of medical and mental health services provided by contracted vendors for all juveniles in the Department's care, including ensuring the accreditation of medical services.
- Overseeing the management of the Community Based Intervention Program, which includes discharge planning of detained youth.
- Coordinating services for youth in detention, such as case management, recreation and educational services.
- Establishing policies and procedures for the delivery of programmatic services.
- Developing performance measures and monitoring the efficiency of Agency programs.
- Identifying programmatic needs and coordinating the implementation of service enhancements and new programs.
- Liaison to oversight agencies at federal, state and City levels to support the provision of services, including the Department of Education, the Department of Health and Mental Hygiene, as well as coordinating with community groups and private organizations interested in delivering programmatic activities for DJJ youth.
- Leveraging grants and alternate funding sources to support programmatic services for youth.

Preferred Qualifications

- Significant programmatic experience in the child welfare or criminal justice fields.
- Proven track record in managing social services in a multi-facility system.
- Background in overseeing the delivery of medical and mental health services, preferably to adolescents.

Civil Service Qualification Requirements

- A Baccalaureate Degree from an accredited college and four years of satisfactory, full-time experience in one or more of the following fields: program planning/evaluation, public or business administration, social research, urban planning; at least 18 months must have been in an administrative, managerial, or executive capacity or supervising professional personnel performing work in the fields noted above; or
- A satisfactory equivalent of education and experience as cited above. However, all candidates must have the 18 months of administrative, managerial, executive or supervisory experience as described above.

Anyone interested in applying for this position should submit (two) copies of resume including Job Vacancy Number to:

Department of Juvenile Justice
Recruitment Division- JVN# 130-05-0030C
365 Broadway - 3rd Floor
New York, NY 10013

*****Resumes must be received by C.O.B. on last day posted*****

Posting Date: 3/8/05 Posting Expires: 3/21/05 JVN# 130-05-0030C
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