City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Director of Social Services	**Level:** M-II
Title Code No: 10056	**Salary:** $70,000-$80,000 **Frequency:** ANNUAL
Business Title: Associate Program Director, Trading Futures	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	**Number of Positions:** 1
Job ID: 219149	**Hours/Shift:** Day Tour

Job Description

The Youthful Offender Programming Division seeks a candidate to serve as the Associate Program Director for the Trading Futures program within the Workforce Development Unit. The "Trading Futures" program is a Career and Technical Education (CTE) initiative designed to introduce sentenced and detained young adult inmates ages 18-21 in the Department's custody to Career and Technical Education during their incarceration and enroll these individuals in the School of Cooperative and Technical Education (Coop Tech) or other DOE CTE programs following their release. The incumbent will serve as the primary liaison between the DOE, provider organizations and DOC staff. Essential duties and responsibilities of this position will include but is not limited to:

- Ensuring the integrity of the Trading Futures program through site visits, audits and payment reconciliations;
- Maintaining data and preparing reports on program participation and completion rates;
- Leading integrity functions by establishing processes, developing and managing timelines, ensuring deadlines are met, and training other staff members;
- Consulting with industry and CTE experts to inform program development;
- Coordinating pre-release, transitional, and post-release Trading Futures services;
- Supervising Program Coordinators, Program Assistants, and four Correction Officers;
- Performing related duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

Preferred Skills

Professional experience in jail or prison based (career and technical) educational services;
Knowledge of adolescent and young adult inmate programs, services and delivery systems;
Ability to evaluate the effectiveness of programs and services;
Ability to establish and maintain effective working relationships;
Experience working with criminal justice involved individuals in a correctional setting is a plus;
MS Office Suite (Word, Excel, PowerPoint, Outlook) proficiency;
Candidates who possess a Master's degree is a plus;
A valid New York State Drivers License is a plus.

Residency Requirements

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.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for **Job ID# 219149**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 219149**

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 10/15/15	**Post Until:** Until Filled

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