

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Deputy Commissioner	Level: MV
Title Code No: 12935	Salary: \$140,000.00-\$185,000.00 Frequency: ANNUAL
Business Title: Deputy Commissioner of Adult Programming and Community Partnerships	Work Location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Office First Deputy Commissioner	Number of Positions: 1
Job ID: 174274	Hours/Shift: Day Tour
Job Description	
<p>Under executive direction of the First Deputy Commissioner with the broadcast possible latitude to exercise independent judgment, The Deputy Commissioner for Adult Programs is responsible for:</p> <p>Developing and evaluating Agency- wide Adult Offender programs. Direct Staff and operations of division or units; maintains contact with individuals both within and outside of division or unit who might impact on program activities; works collaboratively and acts as liaison with other operational units, agencies and outside officials regarding program development. Develops and coordinates overall planning and design of all research and program evaluation initiatives for agency, conducts controlled studies, analysis and evaluation of Adult Offender programming and assessment tools and produces evidence-based result; directs development and maintenance of performance measures and standards for programmatic functions; evaluates effectiveness of programs and recommends procedural and programmatic improvements; participates in total quality management and/or improvement activities; ensures consistent application and evaluation of treatment and assessment tools; ensures continuum of care; evaluates programs needs; coordinates programs activities with other public and private agencies; initiates and prepares requests for grants; ensures implementation and executions of grant requirement; maintains statistics, research and best practices pertaining to correctional treatments; determines appropriate staffing levels and directs management and coordination of staff who might impact programs and services; coordinates interagency collaboration with New York State Department of Correction Program Director for continuum of programs needs and compliance upon offender transfer; develops an offender Accountability Plan for each offender upon admittance; Develop a formalized offender orientation based upon National best practices and required city, state, and Federal mandates. Performs related duties as required.</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree or its educational equivalent in corrections, criminology, emergency management, homeland security, forensic science, law enforcement administration, Police science, criminal justice, or a closely related field, and minimum of eight (8) years of satisfactory full- time professional experiences in corrections or law enforcement, two (2) years of which must have been in a managerial, administrative or supervisory capacity and/or</p> <p>2. At least 24 months in a managerial, administrative or supervisory experience as a correctional warden, correctional administrator or higher authority.</p>	
Preferred Skills	
<p>Considerable knowledge of modern Correction program needs and risk assessments; considerable knowledge of inmates management and rehabilitation; considerable interpersonal skills; oral and written communication skills; ability to coordinates the interface of technical research activities with applied operational programs/ projects; full knowledge of educational ,vocational and program service needs used to service the needs of the inmates population. Significant knowledge of the laws, regulations, consent decrees, minimum standards and other legal mandates which affect the field of correction and the criminal justice system; Ability to establish and maintain effective liaison with executive staff members in other criminal justice agencies as well as other pertinent government and private bodies; Ability to draft proposal and negotiate at the highest levels to obtain grants; Ability to work under intense pressure and meet restrictive deadlines. At least fifteen (15) or more years experience in corrections, probation, parole, or law enforcement is a plus.</p>	
Residency Requirement	
<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>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:174274</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 174274</p> <p style="text-align: center;">Attention: Floretha Bryant</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted</p>	
Posting Date: 11/08/2014	Post Until: Until Filled

The City of New York is an Equal Opportunity Employer