

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

Civil Service Title: Administrative Director of Social Services	Level: M-III
Title Code No: 10056	Salary: \$90,000-\$120,000 Frequency: ANNUAL
Business Title: Executive Director, Program Operations	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	Number of Positions: 1
Job ID: 219147	Hours/Shift: Day Tour

Job Description

The Youthful Offender Programming Division is seeking an Executive Director for Program Operations. Under the direction of the Assistant Commissioner for Program Operations the selected candidate will focus on the coordination and administration of age appropriate and rehabilitative programming. The incumbent will actively develop programming including but not limited to reentry, life skills, creative writing, and violence prevention for adolescent and young adult population. Typical duties for this position will include but is not limited to:

- Providing oversight and developing age appropriate programming and engagement strategies for the adolescent and young adult inmate populations in 5 facilities;
- Developing the Department's capacity to provide programming;
- Supervising a team of program coordinators and uniformed staff focused on development, implementation and monitoring of various programming including but not limited to arts, animal assisted therapy, and recreation for the target population;
- Assisting with the development of strategies as well as short and long term goals related to the expansion of arts programming;
- Developing, implementing, coordinating, and monitoring various types of programming for the target populations;
- Formulating audit protocols, preparing for, and performing audits and/or site observations, compiling data, and developing reports to summarize findings;
- Developing programming schedules and assisting with the development of protocols to assist with tracking compliance;
- Actively recruiting, engaging, and sustaining partnerships with volunteers, agencies, nonprofits, and educational institutions etc. to further expand programming efforts;
- Providing oversight of recruitment and orientation processes aimed to increase optimal participation in programming;
- Maintaining existing and new partnerships with volunteers, agencies, nonprofits, and educational institutions etc. to further expand programming efforts;
- Coordinating and facilitating programs in conjunction with Wardens , Deputy Wardens and all other relevant staff;
- Maintaining data and files on inmate participation, community partnerships, and programming efforts;
- Conducting and attending weekly meetings with direct reports and all relevant parties;
- Utilizing data to evaluate, modify and improve programming efforts;
- Conducting needs assessments and/ or surveys with population and staff to identify facility needs: equipment, incentives, programs etc.;
- Assisting with the quality assurance and monitoring of programs to ensure compliance with newly developed standards;
- Seeking funding opportunities for expansion and comply with all grant reporting and tracking requirements, as required by foundation/donors and other entities;
- Developing recommendations to maximize program participation for target populations;
- Serving as liaison with various agencies and service providers;
- Preparing reports and presentation materials for briefings with external and internal stakeholders;
- Assisting with special projects when necessary;
- 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

Experience working with criminal justice involved populations including but not limited to individuals in correctional settings; Proficient knowledge in best practices related to juvenile justice and at risk populations; Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills; Experience with developing programs for individuals within correctional settings; Proficient knowledge of Microsoft Office Software, specifically Word, Excel and PowerPoint; Knowledge of fundraising information sources; Experience with proposal writing and institutional donors; Knowledge of basic fundraising techniques and strategies; Knowledge and familiarity with research techniques for fundraising prospect research; Candidates with a Masters degree is a plus; Candidates with a minimum of 10 years professional experience in program development, planning, and implementation with incarcerated populations 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# 219147**

For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 219147**

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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