

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M-IV
<b>Title Code No:</b> 10026	<b>Salary:</b> \$ 120,000-\$130,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Executive Director of Training Management	<b>Work Location:</b> 66-26 Metropolitan Avenue, Middle Village, New York 11379
<b>Division/Work Unit:</b> Correction Academy	<b>Number of Positions:</b> 1
<b>Job ID:</b> 181993	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction, Training Academy seeks to recruit an Executive Director of Training Management. Under executive direction, with latitude to exercise independent judgment, the Executive Director will oversee and manage all aspects of Training for the Correction Academy. The incumbent will be responsible for the daily administration of the department's internal training initiatives and programs; plan, develop and implement training programs pertaining to all aspects of the department's operations; oversee the management, evaluation and modification of all training curricula for uniformed and non-uniformed staff, including new recruit officers training, in-service skills development training, promotional training and entry level civilian staff developmental training. The Executive Director of Training Management will also be responsible for designing, developing, managing, monitoring and modifying the Correction Academy's program curricula and for the preparation of new skills development lesson plans; evaluate all existing departmental training and skills development curricula, including performing extensive analyses to determine lesson plan relevance and efficiency; make determinations on modifications or cessation of certain components of the curricula; oversee, manages and direct subordinate staff, in the revision of in-service skills development curricula assessments; ensure revised curricula and skills development modifications are provided in appropriate areas; plan, implement, monitor and modify program components and curricula design to facilitate dissemination of job-specific information; provide input in the development and final preparation of training manuals and other information provided during training sessions. The successful candidate will also direct and supervise the academy's instructional staff; assess the quality of instruction, provides evaluations with recommendations for upgrading the skills development of new instructors as well as existing instructors; review course outlines periodically to assess uniformity and congruence with program goals; oversee the preparation of Requests for Proposal, to ensure a wide variety of contractors are identified to provide audio-visual equipment, instructional literature and/or relevant courses for possible use at the academy; assist with policy formulation, redesigning, upgrading, monitoring and modifying training techniques employed at the academy; and serve as a member of the academy's curriculum committee, providing input in the decisions pertaining to departmental training programs, including but not limited, to recruit training, in-service skills development, promotional training, as well as overall human resources development of the entire staff. Perform other duties as assigned.

**Minimum Qualification Requirements**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or 2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**Preferred Skills**

At least ten years of significant managerial responsibility in public and/or private sector academic and practical training, inclusive of assessment of training needs, training program development, execution, monitoring, revision, and training for staff development. Proficiency with MS Office Suite (Word, Excel, PowerPoint, Outlook), Excellent written and oral communication skills.

**Residency Requirement**

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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#181993.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#181993.

Attn: Floretha Bryant

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

Posting Date: 01/21/2015

Post Until: 02/20/2015

**The City of New York is an Equal Opportunity Employer**