

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000 - \$75,000 Frequency: ANNUAL
Business Title: Executive Coordinator - Program Support	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 217593	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. Reporting directly to the Assistant Commissioner, HR Operations, the Executive Coordinator will support all facets of HR operations including but not limited to:</p> <ul style="list-style-type: none"> • Preparation of reports, analysis of data and preparation of graphs/charts with summation; • Assisting in the design and creation of reports; • Compiling and proofing source documents needed for presentations; • Inputting data, utilizing various HR-related systems and extract reports; • Updating and preparing the Assistant Commissioner for meetings with daily briefings; • Providing customer service to employees and coordinate feedback in a timely manner; • Assisting in the coordination and long-term planning of recruitment activities (attending job fairs, etc.); • Coordinating the daily schedule of the Assistant Commissioner and other senior-level staff when required; • Training other staff when required on HR systems and providing assistance during project planning and implementation. • Performing other duties/special projects as assigned. 	
Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above. 	
Preferred Skills	
<p>The selected candidates should possess the following:</p> <ul style="list-style-type: none"> • Ability to work on multiple priority projects • Proven ability to use MS Office products • Ability to design and create reports • Average/in-depth knowledge of HR Operations • Team player and ability to work in a fast-paced environment with great customer service skills 	
Residency Requirements	
<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# 217593</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID# 217593</p>	
Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.	
Post Date: October 5, 2015	Post Until: October 19, 2015

The City of New York and the Department of Correction are Equal Opportunity Employers