

DIRECTOR OF COMMUNITY RELATIONS
(New York County District Attorney)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, administers a community relations program in regards to the activities of the District Attorney's Office, and the services it provides.

Examples of Typical Tasks

Develops and administers a community relations program in regards to the activities of the District Attorney's Office, and the services it provides.

Manages and supervises a community relations program that assists Manhattan residents, businesses, and community organizations to solve crime problems and develop strategies to prevent them.

Manages and supervises a community relations program that represents the District Attorney's office at community meetings to conduct presentations to raise awareness of gun violence, identity theft, domestic violence, and any other public safety related issue.

Manages and supervises the Office's re-entry initiatives and youth violence prevention programs.

Maintains liaisons with the New York City Police Department, other law enforcement agencies, other community relations officers of other city agencies, government agencies, civic and community organizations, academic institutions, and the general public regarding matters pertaining to mutual community relations

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Examples of Typical Tasks (continued)

Makes recommendations regarding new programs designed to increase public confidence in law enforcement; assumes responsibility for the execution of such programs as are approved by the District Attorney.

Qualifications Requirements

1. Graduation from an accredited college with a baccalaureate degree and four years of community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policymaking capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity or;
2. High school graduation or evidence of having passed an examination for a high school equivalency diploma plus 8 years of full-time, paid experience in the areas stated above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.