

DEPUTY EXECUTIVE DIRECTOR (BOARD OF CORRECTION)

General Statement of Duties and Responsibilities

Under direction of the Executive Director (Board of Correction), with wide latitude for the exercise of independent judgement and authority, performs the function of Deputy Executive Director (Board of Correction); performs related work.

Examples of Typical Tasks

Assists in the planning, direction, and supervision of the activities of all personnel, paid and volunteer, of the Board of Correction.

Advises the Executive Director (Board of Correction) on the appointment employees and volunteers.

Assists in the identification of problem areas in the administration of criminal justice which substantially affect the prisons; plans research projects to study these areas and to formulate specific recommendations for reform.

Plans programs to implement recommendations.

Exercises responsibility for the form and content of reports.

Assists in preparing proposals to secure private funding for special projects and prepares reports as required by Federal and private funding agencies.

Deals with court administrators, correction officials, and other representatives of criminal justice agencies, and mayoral assistants.

Assists in the evaluation of the Department of Correction in its court-related functions.

DEPUTY EXECUTIVE DIRECTOR (BOARD OF CORRECTION) (continued)

Examples of Typical Tasks (continued)

Acts as resource on court-prison interaction to the City government and through it to other government agencies and the public and private sectors.

Is authorized to take charge of the entire Board of Correction staff in the absence of the Executive Director (Board of Correction)

Qualification Requirements

1. A baccalaureate degree from an accredited college, and three years of full-time paid experience in some aspect of the criminal justice system, one year of which must have been in a responsible administrative, managerial, or consultative capacity; or
2. A satisfactory equivalent. However, all candidates must possess the one year of full-time paid administrative, managerial, or consultative experience as described above.

Lines of Promotion

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