

**NYC OFFICE OF THE MAYOR**  
**MAYOR'S OFFICE OF CRIMINAL JUSTICE**



**Position:** Director of Agency Coordination, Behavioral Health Task Force

**Location:** New York, New York

**ORGANIZATIONAL PROFILE:** The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, including behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

**JOB RESPONSIBILITIES:** Under the supervision of the Executive Director for the Mayor's Task Force on Behavioral Health and Criminal Justice, the Director of Agency Coordination will be responsible for the implementation and ongoing operations of a new coordinating entity (the Hub) to increase the health and safety of people with mental illness who have been involved in violent incidents. The Hub will be responsible for collecting and sharing non-personal health information from City agencies that will help to ensure people with mental illness receive the care they need whether inside or outside the criminal justice system.

MOCJ is seeking an organized, effective, driven, and creative individual who possesses both the capacity for independence and the ability to work cooperatively to plan and implement the Hub, which will report to the Mayor's Task Force on Behavioral Health and the Criminal Justice System. Responsibilities of the Director of Agency Coordination include, but are not limited to:

- Administering the information and processes that allow City agencies to act quickly and expeditiously in response to the needs of individuals with mental illness and who are of concern for violence;

- Creating accountability structures to oversee responses to people with mental illness and the maintenance of their connection to care;
- Reporting regularly on the status and progress of the initiative to both internal and external stakeholders;
- Coordinating government agencies that provide care for and attention to people with mental illness, including developing and maintaining strong relationships with agency leaders for escalation and collection of feedback;
- Managing four staff members responsible for reporting, continuous quality improvement, protocol development and maintenance, and problem solving for individuals' cases;
- Assessing care coordination initiatives nationwide to identify best practices and potential models to address both governmental and technical issues;
- Holding regular meetings on systemic and individual issues with involved agencies and relevant stakeholders;
- Generating reports on outcomes, progress and incident reviews;
- Creating and monitoring all agreements across agencies on protocols and data sharing;
- Maintaining the technology that supports appropriate information sharing across agencies;
- Leading problem-solving, including real-time immediate issues, for complex cases; and
- Other duties as assigned.

**PREFERRED SKILLS/QUALIFICATIONS:**

- Minimum of 8 years proven experience in program or project management, leading team members through complex system implementations and integrations;
- Knowledge of the mental health treatment and criminal justice systems; crisis experience highly valued;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Strong oral and written communication skills, including skill at public speaking and the proven ability to present the agency's position in meetings with high level officials and other governmental and private entities;

- Demonstrated ability to initiate and manage complex and interdisciplinary projects;
- Ability to think creatively and embrace new approaches;
- Effective skills in conducting presentations and meetings within all levels of the organization and with a wide variety of external clients, colleagues and collaborators; and
- Proven ability to establish and maintain effective working relationships.

**SALARY:** Commensurate with experience

**TO APPLY:** Submit a cover letter, resume, and three (3) references to [CJCResumes@cityhall.nyc.gov](mailto:CJCResumes@cityhall.nyc.gov). Please be sure to include "Director of Agency Coordination BHTF" in the subject line.

**New York City Residency Is Required Within 90 Days Of Appointment**  
**The City of New York and the Office of the Mayor are Equal Opportunity Employers**