

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

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> M4
<b>Title Code No:</b> 10056	<b>Salary:</b> \$120,000 - \$140,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Assistant Commissioner, Program Development/Operations	<b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Adult Programing & Community Partnerships	<b>Number of Positions:</b> 1
<b>Job ID:</b> 252164	<b>Hours/Shift:</b> Days/Evenings/Weekends
<b>Job Description</b>	
<p>The New York City Department of Correction (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 12 inmate facilities, nine 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.</p> <p>The DOC seeks to hire an Administrative Director of Social Services. As part of the staff within the Adult Programs Division, the selected candidate will assist in the implementation and management of programs and services. Roles and Responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Coordinating and managing multiple special projects, often projects crossing disciplines;</li> <li>• Ensuring project goals and objectives are met;</li> <li>• Researching best practices in the Corrections programming field;</li> <li>• Evaluating programs in the Adult programs Division to maximize impact and efficiency;</li> <li>• Developing sustainability options as they relate to programming;</li> <li>• Developing a program evaluation framework and metrics;</li> <li>• Preparing written reports, develop presentations and making presentations to program staff;</li> <li>• Organize and run meetings of program staff;</li> <li>• Assisting in developing and monitoring the training of staff responsible for delivering programs;</li> <li>• Researching and evaluate programs designed to reduce recidivism;</li> <li>• Researching and evaluate strategies to increase program participation and engagement;</li> <li>• Assisting in development of annual budgetary needs for Adult program division;</li> <li>• Assisting with procurement;</li> <li>• Leading interdisciplinary workgroups and represent adult programs on committees and workgroups;</li> <li>• Making recommendations on policy issues;</li> <li>• Serving as liaison with other Divisions within the agency and external providers and thought partners in order to maintain alignment;</li> <li>• Facilitating the creation of a Program Operations manuals;</li> <li>• Providing technical and administrative support to Program Division Leadership;</li> <li>• Providing oversight and advice on program planning, project development, program management, and compliance obligations;</li> <li>• Designing and drafting internal and external memoranda, written reports, and other products as relevant to special projects, as well as review, edit, and approve such materials as created program staff;</li> <li>• Other duties as assigned.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or</li> <li>2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent writing, communication, interpersonal and project management skills;</li> <li>• Excellent decision making, evaluating multiple high-priority policy options and evaluating needs;</li> <li>• Knowledge of jail and/or prison programming goals;</li> <li>• Demonstrated ability to manage and complete multiple projects in a high pressure environment meeting deadlines;</li> <li>• Ability to develop creative approaches to problem solving;</li> <li>• Experience developing presentations;</li> <li>• Experience communicating and collaborating with uniformed members of staff;</li> <li>• Demonstrated experience researching best practices;</li> <li>• Experience with budget, grant writing, and procurement;</li> <li>• Ability to design and create reports based on monthly targets;</li> <li>• Ability to deal tactfully and effectively with diverse constituencies at all levels of an organization and a solid understanding of adult programming needs in a jail-based setting.</li> </ul>	
<b>Residency Requirement</b>	
<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>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# <b>252164</b>  For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# <b>252164</b>  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 8/10/16	<b>Post Until:</b> 8/23/16