

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

Civil Service Title: Administrative Director of Social Services	Level: M-1
Title Code No: 10056	Salary: \$70,00.00 - \$90,00.00 Frequency: ANNUAL
Business Title: Director, Program Management Unit	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Adult Offenders Programs	Number of Positions: 1
Job ID: 247319	Hours/Shift: Monday-Friday
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 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 recruit a Director of Program Management Unit. The selected candidate will be responsible for assisting in the implementation and management of programs and services as well as coordinating and managing multiple special projects often crossing disciplines. Other duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Ensuring project goals and objectives are met; • Researching best practices in the Corrections programming field; • Evaluating programs in the Adult programs Division to maximize impact and efficiency; • Developing sustainability options as they relate to programming; • Developing program evaluation framework and metrics and making recommendations on policy issues; • Preparing written reports and developing and making presentations to program staff; • Organize and run meetings of program staff; • Assisting in the developing and monitoring the training of staff responsible for delivering programs; • Researching and evaluating programs designed to reduce recidivism as well as strategies to increase program participation and engagement; • Assisting in the development of annual budgetary needs for Adult program division; • Assisting with procurement; • Leading interdisciplinary workgroups and represent adult programs on committees and workgroups; • Serving as liaison with other Divisions within the agency and external providers and thought partners in order to maintain alignment; • Facilitate the creation of a Program Operations manuals; • Providing technical and administrative support to Program Division Leadership Provide oversight and advising on program planning, project development, program management, and compliance obligations; • 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. 	
Qualification Requirements	
<ol style="list-style-type: none"> 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 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. 	
Preferred Skills	
<ul style="list-style-type: none"> • Excellent writing, communication, interpersonal and project management skills Excellent decision making, evaluating multiple high-priority policy options and evaluating needs; • Demonstrated ability to work on a team; • Knowledge of jail and/or prison programming goals and solid understanding of adult programming needs in a jail- based setting; • Demonstrated ability to manage and complete multiple projects in a high pressure environment meeting deadlines; • Ability to develop creative approaches to problem solving. Experience developing presentations; • Experience communicating and collaborating with uniformed members of staff Demonstrated experience researching best practices; • Experience with budget procurement, and data analysis; • Experience coordinating the activities of workgroups; • Ability to design and create reports based on monthly targets; • Ability to deal tactfully and effectively with diverse constituencies at all levels of an organization. 	
Residency Requirements	
New York City Residency is not required for this position.	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 247319 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 247319 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Post Date: 7/8/16	Post Until: 7/27/16

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