

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000 - \$70,000 Frequency: ANNUAL
Business Title: Executive Coordinator-Program Support	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 249719	Hours/Shift: Day

Job Description

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.

The DOC seeks an Executive Coordinator. Under the direct supervision of the Deputy Commissioner, Information Technology the Executive Coordinator will assist with all facets of IT operations including but not limited to:

- The design, creation, and preparation of quantitative reports generated on a consistent and ad-hoc basis;
- Data analysis and creation of graphs/charts with summations;
- Data input and tracking, utilizing various IT systems;
- Updating and preparing the Deputy Commissioner for meetings with daily briefings;
- Providing customer service to employees and coordinating feedback in a timely manner with senior level staff as required;
- Prioritizing the daily schedule of the Deputy Commissioner and other senior-level staff as required;
- Training other staff and providing assistance during project planning and implementation.

This role will involve extensive interaction with other divisions within DOC requiring a candidate that can effectively work with all levels of management and employees as well as maintain a high level of confidentiality. The workload is highly process-driven requiring an extremely detailed oriented candidate.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

1. Ability to work on multiple priority projects
2. Proven ability to use MS Office products
3. Ability to design and create reports
4. Average/in-depth knowledge of typical IT operations
5. Team player and the ability to work in a fast-paced environment

Residency Requirement

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.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 249719

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 249719

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 7/29/2016	Post Until: 8/12/16
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The City of New York and the Department of Correction are Equal Opportunity Employers.