City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Community Relations Specialist	**Level:** M III
Title Code No: 10022	**Salary**: $120,000 - $130,000 **Frequency**: ANNUAL
Business Title: Executive Director of Training Management	**Work Location**: 75-20 Astoria Boulevard East Elmhurst, New York 11370
Division/Work Unit: Correction Academy	**Number of Positions**: 1
Job ID: 258720	**Hours/Shift**: Day Tour

Job Description

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.

The New York City Department of Correction, Training Academy seeks to recruit an Executive Director of Training Management. Under executive direction, with latitude to exercise independent judgment, the Executive Director will oversee and manage all aspects of Training for the Correction Academy. The incumbent will be responsible for the daily administration of the department's internal training initiatives and programs; plan, develop and implement training programs pertaining to all aspects of the department's operations; oversee the management, evaluation and modification of all training curricula for uniformed and non-uniformed staff, including new recruit officers training, in-service skills development training, promotional training and entry level civilian staff developmental training. The Executive Director of Training Management will also be responsible for designing, developing, managing, monitoring and modifying the Correction Academy's program curricula and for the preparation of new skills development lesson plans; evaluate all existing departmental training and skills development curricula, including performing extensive analyses to determine lesson plan relevance and efficiency; make determinations on modifications or cessation of certain components of the curricula; oversee, manages and direct subordinate staff, in the revision of in-service skills development curricula assessments; ensure revised curricula and skills development modifications are provided in appropriate areas; plan, implement, monitor and modify program components and curricula design to facilitate dissemination of job-specific information; provide input in the development and final preparation of training manuals and other information provided during training sessions.

The successful candidate will also direct and supervise the academy's instructional staff; assess the quality of instruction, provides evaluations with recommendations for upgrading the skills development of new instructors as well as existing instructors; review course outlines periodically to assess uniformity and congruence with program goals; oversee the preparation of Requests for Proposal, to ensure a wide variety of contractors are identified to provide audio-visual equipment, instructional literature and/or relevant courses for possible use at the academy; assist with policy formulation, redesigning, upgrading, monitoring and modifying training techniques employed at the academy; and serve as a member of the academy's curriculum committee, providing input in the decisions pertaining to departmental training programs, including but not limited, to recruit training, in-service skills development, promotional training, as well as overall human resources development of the entire staff. Perform other duties as assigned.

Minimum Qualification Requirements

1) A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2) A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and eight years of satisfactory, full-time experience as described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities as described in "1" above; or
3) Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 4 years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 2 years. However, all candidates must possess a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

Preferred Skills

At least ten years of significant managerial responsibility in public and/or private sector academic and practical training, inclusive of assessment of training needs, training program development, execution, monitoring, revision, and training for staff development. Proficiency with MS Office Suite (Word, Excel, PowerPoint, Outlook), Excellent written and oral communication skills.

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

City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **258720**

For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **258720**

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

Only candidates under consideration will be contacted.

Posting Date: **08/07/2015**	Post Until: **9/13/16**

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