City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $50,000-$60,000 **Frequency: ANNUAL**
Business Title: Executive Coordinator	**Work Location:** 75-20 Astoria Boulevard East Elmhurst, NY 11370
Division/Work Unit: Health Affairs	**Number of Positions:** 1
Job ID: 235790	**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 15 inmate facilities, ten 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. Reporting directly to the Deputy Commissioner, Health Affairs the Executive Coordinator will support all facets of programs operations including but not limited to:

- Preparation of reports, analysis of data and preparation of graphs/charts with summation;
- Assisting in the design and creation of reports;
- Compiling and proofing source documents needed for presentations;
- Inputting data, utilizing various HR-related systems and extracting reports;
- Compiling and proofing source documents needed for presentations;
- 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;
- Assisting in the coordination and long-term planning of recruitment activities;
- Coordinating the daily schedule of the Deputy Commissioner and other senior-level staff when required;
- Prioritizing the daily schedule of the Deputy Commissioner and other senior-level staff as required;
- Providing assistance during project planning and implementation;
- Performing other duties/special projects as assigned

This role will involve 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 the criminal justice system, inmate populations, and the various areas of program services
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#**235790**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID#**235790**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Posting Date: 3/17/16	Post Until: 3/31/16

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