

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

REPOST

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$48,895.00 - \$65,000.00 Frequency: ANNUALLY
Office Title: Executive Coordinator	Work location: 75-20 Astoria Boulevard, East Elmhurst, NY 11370
Division/Work Unit: Organizational Learning & Development	Number of Positions: 1
Job ID: 240374	Hours/Shift: Day Shift

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 Riker's 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 Executive Director of Organizational Learning & Development (OL&D), the Executive Coordinator will support all facets of programs operations and will be responsible to:

- Provide administrative assistance and support the work of the Executive Director
- Update and prepare the Executive Director for meetings with daily briefings;
- Assist with the coordination and long-term planning of OL&D activities;
- Assist with the design and creation of OL&D reports;
- Analyze data and prepare graphs/charts with summation;
- Compile and proof source documents needed for presentations;
- Input data, utilizing various systems; extract reports, as needed;
- Provide customer service to employees; provide feedback, including responses to telephone / email inquiries in a timely manner;
- Prioritize and coordinate the daily schedule of the Executive Director and other unit managers, when required;
- Provide assistance during project planning, development and implementation;
- Research, design, and prepare training and project-related materials, as needed;
- Perform 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. Team player and the ability to work in a fast-paced environment

Residency Requirements

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# **240374**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **240374**

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

Only candidates under consideration will be contacted.

Post Date: 5/6/16

Post Until: 6/20/16

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