

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

Civil Service Title: Director of Correctional Standards Review	Level: M-1
Title Code No: 52620	Salary: \$85,000-\$100,000 Frequency: Annual
Business Title: Program Director	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of the First Deputy Commissioner	Number of Positions: 1
Job ID: 242560	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a vacancy for a Program Director to oversee the coordination, administration, and organization of programs leading to career pipelines and leadership development. Under executive direction and with broad latitude for decision making and independent action, the incumbent will be responsible for the following duties to include:

- Partnering with John Jay College of Criminal Justice to implement and manage career pipeline programs for the DOC;
- Working with external and internal stakeholders to plan, develop, and establish a DOC cadet program;
- Partnering with John Jay College to coordinate training aimed to provide skill development for front line supervisors;
- Partnering with Columbia University to plan and implement a comprehensive leadership development program;
- Ensuring career pipeline and leadership development program objectives are aligned with the organization's strategic goals;
- Identifying a variety of learning styles and recommending best practices to ensure improved learning processes and outcomes for the leadership and career pipeline programs;
- Developing a program evaluation framework to assess the strengths of the programs and to identify areas for improvement;
- Planning, implementing, and supervising the activities for all career pipeline programs and leadership development training;
- Delivering pipeline and leadership development program design and training curriculum needs as necessary;
- Conducting continuous reviews of program training and development processes, practices, and enhancements;
- Contributing subject matter expertise to support organizational efforts to improve leadership and pipeline program outcomes;
- Providing recommendations to the executive staff and the senior leadership team on program initiatives;
- Partaking in departmental projects and agency-wide training and development initiatives and reviewing processes;
- Communicating with clients and other stakeholders to gain community support for the program and to solicit input to improve the program;
- Liaise with DOC stakeholders to ensure the effective and efficient program delivery;
- Coordinating the delivery of services among different program activities to increase effectiveness and efficiency;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college, and four years of full-time experience in corrections, social work, psychology, law, public administration, law enforcement, or a related field providing direct services to an inmate or detention population within a correctional or related facility, at least one (1) year of which must have been in a responsible supervisory, administrative or consultative capacity; or
2. A high school diploma or evidence of having passed a high school equivalency examination and six (6) years of full-time experience as described above; or
3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above, may be substituted for up to one year of full-time experience as described in "1" above. However, all candidates must have at least two years of full-time experience as described in "1" above, at least one year of which must have been in a supervisory, administrative or consultative capacity.

Preferred Skills

- College degree in Organizational Psychology, Behavioral Science, Human Resources, or Management Science is a plus; Professional experience in leadership development training, curriculum design, training development, training preferred; Experience with team development, employee leadership development, group facilitation, performance coaching and mentoring, organizational design;
- Demonstrated knowledge of learning styles, participative training design, group dynamics, interactive learning methods, learning theory and quality improvement process;
- Professional experience with training methods and coaching;
- Ability to communicate complex information, strong presentation skills; interpersonal, research, and analytical skills; Demonstrated ability with Project Management techniques and tools;
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) proficiency, other data software, and training software.

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# **242560**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **242560**

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

Only candidates under consideration will be contacted.

Posting Date: 6/6/16

Post Until: 6/20/16

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