

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
REPOST**

Civil Service Title: Administrative Director of Social Services	Level: M-1
Title Code No: 10056	Salary: \$75,000.00 - \$95,000.00 Frequency: ANNUAL
Business Title: Special Assistant/Advisor	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Youthful Offender Programs	Number of Positions: 1
Job ID: 237014	Hours/Shift: Day Tour

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.

The Youthful Offender Program has been established to provide adolescents and young adults with additional support and programming in order to reduce recidivism rates. It provides youthful offenders with tools for successful reintegration. The DOC seeks to hire a Special Assistant/Advisor who will report directly to the Deputy Commissioner of Youthful Offenders. The primary role of the Special Assistant/Advisor will be to monitor all programs within the portfolio of the Deputy Commissioner for Youthful Offender programming. He/she may also be responsible for representing the Deputy Commissioner at meetings and other events in order to cultivate and maintain strong stakeholder relationships. These programs will include the alternatives to punitive segregation, positive behavior incentive system. The Special Assistant/Advisor will be responsible for tracking the implementation and progress of the established programs, providing updates, written reports, presentations and quantitative analysis of progress and impact made. The Special Assistant/Advisor will liaise between departments and have regular contact with program coordinators and other relevant staff members. This individual will also ensure that programmatic goals and benchmarks are maintained; he/she must be able to effectively communicate, troubleshoot, and strategically identify creative solutions for programmatic challenges.

Qualification Requirements

1. 1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. 2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

Preferred Skills

- Master Degree
- Excellent written and oral communication skills
- Strong organization and project management skills
- Very strong interpersonal skills and the ability to build strong relationships
- Ability to think creatively and quickly
- Demonstrate ability to manage complex projects and work under stick time constraints
- Professional experience managing projects and a variety of stakeholders
- Proficiency with Microsoft Office Suite (PowerPoint, Word, Excel, outlook, Access, etc.)
- Strong work ethic and a commitment to reducing recidivism rates
- Experience working with youth is a plus
- Experience and comfort working in a jail setting is a plus

Residency Requirements

New York City Residency is not required for this position.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **237014**

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# **237014**

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

Only candidates under consideration will be contacted.

Post Date: 4/25/16

Post Until: 6/20/16