

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Director of Social Services	Level: M-IV
Title Code No: 10056	Salary: \$135,000-\$150,000 Frequency: ANNUAL
Business Title: Assistant Commissioner, Adolescent & Young Adult Operations	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Youthful Offender Programming	Number of Positions: 1
Job ID: 206359	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit an Assistant Commissioner for Adolescent and Young Adult Operations. Under direction of the Deputy Commissioner for Youthful Offender Programming and with wide latitude for independent judgment and decision making, the incumbent will be responsible for overseeing program operations that support the successful transition of adolescents and young adults returning to communities from incarceration. The candidate will oversee program development and operations, the best practices unit, and support staff. The duties of this position will include but not limited to the following tasks: supporting strategic planning, policy development, the application of best practices and evidence-based programs to increase successful outcomes for the target population; accountable for several aspects of program operations, including the provision and implementation of developmentally appropriate services, establishing operating standards and managing oversight of program performance metrics established to meet the goals of the division. In addition, the successful candidate will support the agency's initiatives for promoting safety and reducing recidivism by developing strategies to move individuals into targeted and appropriate services; design innovative initiatives to motivate individuals to move towards lawful behavior; and monitor models providing adolescents and young adults with support and resources needed for rehabilitation. Additionally the candidate will assist with the implementation of a positive behavior management system for this target population; assist with writing and securing grants for target population; assist with the selection, development, and facilitation of training sessions aimed to build capacity for staff, target population, and other relevant partners; facilitate specialized taskforces aimed to coordinate and provide services for target populations; serve as a liaison in various meetings with Federal, State, City government, nonprofit organizations, advocates and other entities; prepare reports and materials for briefings with external and internal stakeholders; and perform related duties as necessary.

Minimum Qualification Requirements

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. 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

Experience working with criminal justice involved populations in correctional settings;
Knowledge of best practices related to juvenile justice and at risk populations;
Experience with developing programs for individuals within correctional settings;
Experience with writing and securing grants;
Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills;
Microsoft Office (Word, Excel, Outlook, PowerPoint) proficiency;
JD or Masters Degree in law, criminal justice, criminology, psychology and related fields is a plus.

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 search for Job ID#206359.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#206359.

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 08/12/2015

Post Until: 09/04/2015

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