

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

Civil Service Title: Administrative Director of Social Services	Level: M-III
Title Code No: 10056	Salary: \$90,000-\$120,000 Frequency: ANNUAL
Business Title: Executive Director, Workforce Development	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Youthful Offender Programming	Number of Positions: 1
Job ID: 218993	Hours/Shift: Day Tour

Job Description

The Youthful Offender Programming Division is seeking an Executive Director for Workforce Development. Under the direction of the Assistant Commissioner for Education and Youth Advocacy Services, the selected candidate will be responsible for the development, coordination, implementation and monitoring of workforce development initiatives necessary for the preparation and assistance of inmates in DOC custody for their reentry into the community. Typical duties for this position will include but is not limited to:

- Providing oversight of the workforce development programming and engagement strategies for the population in the Department's custody;
- Developing the Department's capacity to provide workforce development programming;
- Supervising a team of three program directors, program coordinators, and uniformed staff;
- Developing strategies as well as short and long term goals related to the expansion of workforce development courses;
- Directing and managing workforce development programming;
- Overseeing existing jail based programs, various certification courses, Workforce 101, Center for Employment Opportunities initiative, STRIVE for Success, the working it out Green technology program , CUNY next steps, Trading Futures and industry recognized credentialing expansion efforts;
- Developing and strengthening partnerships with potential employers, community based organizations, non-profit organizations, higher education institutions, training programs and city agencies including but not limited to the Mayor's Office of workforce development;
- Creating and developing a workforce development unit strategic plan to outline and establish policies and milestones for the goals of the division;
- Formulating audit protocols, preparing for, and performing audits and/or site observations, compiling data, and developing reports to summarize findings;
- Providing trend research and analysis, identifying concerns and providing solutions to address the needs relevant to employment and workforce training;
- Conducting and attending weekly meetings with direct reports and all relevant parties;
- Utilizing data to evaluate, modify and improve programming efforts;
- Conducting needs assessments and/ or surveys with population and staff to identify facility needs, equipment, incentives, programs etc.;
- Seeking funding opportunities for expansion and complying with all grant reporting and tracking requirements, as required by foundation/donors and other entities;
- Developing recommendations to maximize program participation for target populations;
- Preparing reports and presentation materials for briefings with external and internal stakeholders;
- Performing related duties as assigned.

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 including but not limited to individuals in correctional settings; Proficient knowledge in best practices related to juvenile justice and at risk populations; Excellent writing, communication, inter-personal, analytical, research, problem solving and organizational skills; Experience with developing programs for individuals within correctional settings; Proficient knowledge of Microsoft Office Software, specifically Word, Excel and PowerPoint; Knowledge of fundraising information sources; Experience with proposal writing and institutional donors; Knowledge of basic fundraising techniques and strategies; Knowledge and familiarity with research techniques for fundraising prospect research; Candidates with a Masters degree is a plus; Candidates with a minimum of 10 years professional experience in program development, planning, and implementation with incarcerated populations is a plus.

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# 218993

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#:218993

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

Post Date: 10/14/2015

Post Until Filled

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