

## ASSISTANT DIRECTOR OF DIVISION (CORRECTION)

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction, an incumbent of this class participates with and assists the Commissioner and Deputy Commissioner of Correction in departmental administration in accordance with New York State Commission of Correction rules and regulations and applicable federal, state and local laws. Incumbents are responsible for the implementation of managerial, administrative and programmatic policies including the effective development, implementation and management of contracted services to the facility. Incumbents are also responsible for the financial debt and cash management of multiple and complex inmate accounts. This position is characterized by a high degree of independence in fiscal and programmatic monitoring to ensure the highest quality and most efficient delivery of services. Work includes the administrative supervision of all civilian personnel and direct supervision over minimal uniformed staff. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Directs departmental administrative services including budget preparation, payroll/personnel functions, accounts payable, billing, contract management, financial reporting, grants management and regulatory compliance;

Develops service contracts with vendors and agreements with other County departments and submits for review and approval to the Law Department and the Board of Acquisition and Contract;

Monitors contracts to ensure compliance with terms and agreements; coordinates modifications to meet changing needs, and monitors costs;

Supervises the daily fiscal and administrative operations of the facility; developing operating and staffing policies for civilian staff;

Supervises the accounting of the Central Inmate Account, the Inmate Welfare Trust Account and the Bail Account; ensuring all financial activity is conducted in accordance with established professional standards and financial integrity is maintained;

Coordinates with independent auditors appointed by the New York State Commission on Correction reviewing that profits and interest earned by the department are adequately being reallocated back to inmate services;

Reviews and administers an extensive Worker's Compensation caseload and coordinates with the Department of Finance, Department of Human Resources and the County Attorney's Office regarding attendance and injury-related claims, contract issues, grievance arbitrations and job injury litigation;

Manages the regular evaluation of all infrastructure administered by the Department of Public Works and Transportation through the Capital Budget and coordinates the work of appropriate staff to ensure the scope of work and schedules are adhered to;

Supervises the preparation of and reviews the departmental budget, supportive documentation, program objectives and financial records;

Approves purchase requisitions and maintains inventory control over supplies and equipment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.):

Coordinates the recruitment, placement, and training of civilian personnel;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of organizational and administrative process and techniques; thorough knowledge of modern methods of fiscal planning and management, budget preparation and control, and contract management; thorough knowledge of the philosophy governing the operation of minimum, intermediate and maximum security short-term correctional institutions; good knowledge of the New York State Correction law and regulations as they apply to inmates in each correctional institution; good knowledge of modern account keeping principles and procedures; good knowledge of automated accounting systems used in collecting money and maintaining financial records; ability to effectively coordinate and implement departmental administrative, managerial, and personnel procedures in a correctional facility; ability to prepare managerial and fiscal reports; ability to supervise, plan and direct the work of others; ability to think analytically in the solution of both administrative and professional problems; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; maturity; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Correctional Administration, Business Administration, Public Administration or a related field and six years of public administration or managerial experience, three years of which must have included supervisory experience, program development and budget preparation in a correctional institution, police agency or related law enforcement or criminal justice organization.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree\* in one of the above mentioned fields may be substituted for one year of the general experience. There is no substitution for the three years of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.