

DIRECTOR OF PROGRAM DEVELOPMENT II (CORRECTIONAL INDUSTRIES)

GENERAL STATEMENT OF DUTIES: Develops and plans program and procedures for approved inmate industries within the Department of Correction; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Deputy Commissioner of Correction, this class is responsible for initiating an inmate industries program within the department. This effort will proceed through various phases which will require close coordination and communication with key managerial, professional and operational staff of the department, as well as other County support agencies. Initial efforts will focus upon a variety of program considerations including researching and assessing program needs, not only in terms of material, facilities and other resources, but the authority and scope of such programs, and the selection of items for manufacture and their disposition. Additionally, detailed analysis and planning will occur to insure the effective integration of this initiative with other programs and operation of the department with particular attention to security requirements and discharge planning. While the foregoing is illustrative of the planning and evaluation requirements of the class, program management, organizational and administrative skills will be required in order to design, implement and operate the program. Supervision is exercised over a small number of program staff.

EXAMPLES OF WORK: (Illustrative Only)

Researches the statutory authority for a correction industries program, working with such staff agencies as the Law Department, Risk Management and Budget, as well as the State Department of Corrections, in order to insure conformance with established laws, rules and regulations and secures necessary approvals and legislation as required;

Develops program goals and operating guidelines insuring that they are compatible with the overall goals and objectives of the department including, but not limited to educational, skills training, job development and security activities;

Researches and formulates resource requirements for a correctional industries program as well as developing sufficient justification to secure initial and ongoing funding, marketing and revenue to maintain the program;

Researches, evaluates and recommends appropriate products to be manufactured including the requirements for marketing and distribution;

Develops a pilot program to assess program and product viability as well as reporting and management information requirements in order to insure effective monitoring and assessment of ongoing operations;

Prepares reports and presentations of program activities in response to departmental, executive or legislative inquiries and audits;

EXAMPLES OF WORK: (Continued)

Resolves operating problems with appropriate members of the department's executive and administrative staff on those matters crossing organizational lines of authority;

Performs related administrative, marketing and training functions to insure the effective operation of the program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Department's organization, policies, procedures and objectives as they relate to correction industries programs; thorough knowledge of applicable state and local laws as they relate to correction industries; thorough knowledge of modern managerial and program administration practices; ability to identify program problems and critical factors and to develop realistic solutions; ability to develop necessary guidelines to effectively integrate program changes with ongoing operations; ability to support recommendations and communicate both orally and in writing; ability to establish and maintain effective relationships with public officials and professional personnel; ability to plan, coordinate and evaluate with work of assigned staff; resourcefulness; initiative; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) eight years of administrative and managerial experience, two years of which must have been in a correctional setting and two years of which must have been in a supervisory position; or (b) a Master's Degree* in either public or business administration may be substituted on a year for year basis for up to two years of the administrative and managerial experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A Master's Degree* may be substituted on a year-for-year basis for up to two years of the general law enforcement agency 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 Education Department as a post-secondary, degree-granting institution.