

## DIRECTOR OF PROGRAM DEVELOPMENT II (INMATE PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Correction, an incumbent of this position develops, plans, coordinates, and controls the various Department of Correction inmate programs and services which provide a full range of services to inmates. These services are designed to effectively integrate those inmates into the community and workforce both while incarcerated and upon release. Responsibilities include the formulation of policies and procedures and the review of program services. Supervision is exercised over a small number of program staff, correction officers and volunteers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops, plans, implements and evaluates inmate correctional programs and services, including: pre- and post-release programs, correctional industries program, the inmate activities program; and the work and educational release programs;

Assists in the coordination of religious programs, prisoner orientation and volunteer programs;

Interprets mandates, and develops procedures for all inmate programs and services;

Acts as liaison to the Westchester County Local Conditional Release Commission to implement the Local Conditional Release Program for inmates, coordinating this program with other requirements of the agency;

Researches inmate program needs and the availability of volunteers to supplement and enhance services provided to inmates;

Recruits, trains and coordinates volunteers' efforts with those of other agencies which provide services to inmates;

Establishes contact with representatives of private sector corporations and industries, small businesses, government and other public sector organizations for employment placements and/or to develop skills-training and job development programs for inmates;

Monitors the conduct, delivery and goal attainment of all inmate programs and services;

Consults with staff and other service providers within the organization on all inmate programs and services;

Represents the Department to community groups and individuals to explain the requirements and procedures for inmate programs and services;

Prepares reports and presentations of inmate programs and services in response to departmental, executive or legislative inquiries and audits;

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

Promotes understanding and cooperation between the volunteer staff and correctional staff;

Performs related administrative functions to insure the effective operation of inmate programs and services;

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

Keeps records and maintains reports as required;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the Department's organization, policies, procedures and objectives as they relate to inmate program services; thorough knowledge of applicable state and local laws as they relate to inmate program services; thorough knowledge of modern managerial and program administration practices; knowledge of problems affecting individuals recently incarcerated; familiarity with appropriate community resources, civic agencies and volunteer agencies to assist and support inmate programs; ability to identify programs' problems and critical factors and to develop realistic solutions; ability to develop necessary guidelines to effectively integrate program changes with ongoing operation; ability to support recommendations both orally and in writing; ability to establish and maintain effective relationships with public officials, professional personnel and the general public; ability to obtain information from volunteers through oral interviews, and to evaluate their skills, abilities and suitability for work in a correctional setting; ability to plan, coordinate and evaluate with work of assigned professional and clerical personnel; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; resourcefulness; initiative; tact; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and six years of experience where the primary function of the position entailed administrative and/or managerial duties, two years of which must have been in a correctional setting involving the delivery, supervision or administration of inmate services, and two years of which must have been in a supervisory position.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree\* may be substituted on a year-for-year basis for up to two years of the general administrative and managerial experience.

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