

## PROGRAM ADMINISTRATOR (DOMESTIC VIOLENCE SYSTEMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of the Office for Women, the incumbent of this position is responsible for the administration and coordination of the Domestic Violence Council's Safety Audit Program. Responsibilities include working with government and community agencies represented by the Westchester Coalition of Family Violence Agencies to determine, through an assessment of each point of intervention, the strengths and weaknesses of the system in meeting the needs of victims of domestic violence, as well as those of their families, and developing and implementing changes to improve the provision of services. Acts in a lead capacity over staff from other programs and agencies. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Administers, coordinates and supervises the Safety Audit Program;

Develops and implements training programs on Safety Auditing, and leads a team of professionals from various agencies (police, courts, DA's, non-profit) in conducting safety audits;

Works with all entities who have contact with victims of domestic violence and their families to determine, in a systematic way, how victim safety and assistance, as well as offender accountability, are or are not incorporated into the procedures, processes, policies and protocols of criminal/family justice agencies;

Works with teams of professionals concerning such issues as system mapping and linkages among agencies, case process observation and review, staff interviews about work, textual analysis of all written materials used in processing cases and information provision and longitudinal study of cases processed through the collection of case histories from agencies;

Assesses each point of intervention to ensure that it ties into an efficient, effective and well coordinated network to meet the needs of victims of domestic violence, and recommends changes to improve the system;

Provides a concrete blueprint for changing institutional practices that compromise or marginalize the goals of safety and accountability;

Works with the Domestic Violence Council and Coalition of Family Violence Agencies to implement changes;

Acts as a liaison to the public and staff in various agencies to educate and promote change to ensure that the needs of victims of domestic violence are being identified and addressed;

Prepares and distributes reports and informational materials;

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

EXAMPLES OF WORK: (con't)

Attends meetings, seminars, conferences, etc., that address the concerns, issues and problems of domestic violence;

Represents the Director as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of programs dealing with domestic violence; thorough knowledge of issues and problems faced by victims of violence and their families and available resources to meet their needs; thorough knowledge of effective organization and management principles and practices; good knowledge of the practices and techniques used in community education and public relations; knowledge of current and potential public policy issues affecting women; ability to recognize and identify management and organizational problem areas and to formulate and implement realistic solutions to improve the efficiency and effectiveness of programs and services; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with managers, community agencies, and advocacy groups; ability to support recommendations both verbally and in writing to supervisory and affected program staff; ability to coordinate the work of others; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; initiative, creativity, resourcefulness, sound judgment, integrity, tact, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and three years of administrative experience in planning and implementing domestic violence programs for women and families who are victims of domestic violence, which must have included responsibility for the evaluation of programs to assess the effectiveness and efficiency of service delivery.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in a social, behavioral or related science, public health, public or business administration, education, or public relations, may be substituted for one year of the above stated 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.