

PROGRAM ADMINISTRATOR (INMATE PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Correction, an incumbent of this position plans and coordinates the various inmate programs and services provided by the Department of Correction. These services are designed to effectively integrate inmates into the community and workforce both while incarcerated and upon release. Responsibilities include monitoring and revising programs and procedures and the review of program services. Supervision is exercised over a small number of program staff, including pre- and post-release counselors, and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison to the Westchester County Local Conditional Release Commission to implement the Local Conditional Release Program for inmates;

Evaluates and reviews inmate conditional release applications which include information relating to the inmate's plans for post release, including but not limited to, pre-sentence reports and criminal history background as well as outstanding warrants; submits applications to Local Conditional release Commission once reviewed for accuracy and completeness;

Prepares recommendations for the Local Conditional Release Board based on the evaluation of applications for conditional release; distributes materials relating to inmate applications for submission to Board members for their consideration;

Maintains liaison with other County agencies such as the Departments of Probation, Community Mental Health and Social Services in dealing with issues relating to conditional release and violations thereof; keeps the Local Conditional Release Board abreast of such violations;

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

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

Supervises and participates in establishing contact with representatives of 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 specialized inmate programs and services that are targeted to lesson recidivism;

Represents the Department to community groups throughout the tri-state area 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;

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

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

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, e-mail and database software in performing work assignments;

Keeps records and maintains reports as required;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational 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 operations; 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 the work of assigned professional and clerical personnel; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties 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 four years of experience where the primary function of the position was providing programmatic or clinical services to inmates or offender/ex-offenders.

SUBSTITUTION: A Master's Degree* may be substituted at the rate of 30 credits per year of experience for one year of the programmatic or clinical 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.

West. Co.
J.C.: Competitive
DRC3
1

Job Class Code: C2816
Job Group: XII