

PROGRAM ADMINISTRATOR (OFFICE OF CRIMINAL JUSTICE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Criminal Justice Services, the incumbent of this position is responsible for assisting in the program development, coordination and administration tasks of the Office of Criminal Justice Services, with specific responsibility for the program development and coordinator tasks associated with local, state and federally funded criminal justice programs. Work also involves developing, analyzing, evaluating and monitoring programs to enhance the overall coordination of the County's criminal justice system. Supervision is exercised over a number of administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Director of Criminal Justice Services in administering comprehensive criminal justice programs throughout Westchester County with various federal, state and local funding sources, including the review and monitoring of program proposals, budgets and fiscal reporting for compliance and overall program goals and objectives;

Assists the Director of Criminal Justice Services in researching and applying for state and federal reimbursement assistance by collaborating with other county, state and federal departments;

Assists the Director of Criminal Justice Services in negotiating and processing all prisoner transportation reimbursement agreements with local municipalities;

Develops new contractual programs in cooperation with agency executives to support the planning and program development decisions of the office;

Assists the Director of Criminal Justice Services in the coordination of the Westchester County Criminal Justice Advisory Board, Drug War Cabinet, Community Drug Council, Arson Task Force, Interdepartmental Task Force on Child Abuse, and Criminal Justice Information Systems Committee;

Assists the Director of Criminal Justice Services in the development of the annual Alternatives to Incarceration Service Plan and the implementation of Classification/Alternatives Law;

Develops research and data collection instruments and methodology to be used in analyzing current trends, issues and service indicators and in planning strategies for program development and funding;

Supervises administrative support staff, student interns and volunteers engaged in performing criminal justice tasks;

EXAMPLES OF WORK: (Cont'd.)

Represents the Director of Criminal Justice Services at meetings and conferences with other offices or community groups as requested;

Writes and prepares grant proposals, reports, etc., as required;

Performs related administrative tasks for the smooth and effective operation of the office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of criminal justice administration; good knowledge of public administration, practices and procedures; ability to analyze data and social trends and recommends an appropriate public policy as a course of action; ability to work cooperatively with executive and management personnel; ability to clearly and concisely express ideas both orally and in writing; 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) four years experience in project or program development/administration in the field of criminal justice; or (b) a Master's Degree* in Criminal Justice, Public Administration or Social Work and three years experience in project or program development/administration in the field of criminal justice; or (c) a satisfactory equivalent combination of training or 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.