

PROGRAM ADMINISTRATOR (TRANSITIONAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Correction and the Assistant Warden of Program Services, an incumbent of this position plans and coordinates various Department of Correction inmate programs and services, working with outside agencies. These services are designed to effectively integrate inmates into the community and workforce both while incarcerated and upon release. Responsibilities include monitoring and revising transitional 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 staff from outside agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, implements and evaluates inmate transitional correctional programs and services, including pre- and post-release programs for all inmates not targeted for specialized programs;

Assists in the coordination of prisoner orientation and community and transitional programs;

Researches transitional program needs such as housing, therapeutic treatment, educational opportunities, job placement, etc., and the availability of outside agencies to supplement and enhance services provided to inmates;

Recruits, trains and coordinates public and private agency staff to complement department initiatives and programs 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 transitional inmate programs and services;

Represents the Department to community groups and individuals throughout the tri-state area to explain the requirements and procedures for inmate programs and services;

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

Promotes understanding and cooperation between the public and private agency 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, e-mail and database software in performing work assignments;

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

Keeps records and maintains reports as required;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern correctional policies and procedures as they relate to the provision of inmate program services; thorough knowledge of applicable state and local laws as they relate to inmate program services; thorough knowledge of appropriate laws, rules, regulations and procedures as they apply to pre and post release programs; thorough knowledge of modern managerial and program administration practices; knowledge of problems affecting individuals recently incarcerated; good knowledge of appropriate community resources, civic agencies and volunteer agencies to assist and support inmate programs; ability to identify program problem areas and critical factors and to develop realistic solutions; ability to develop necessary guidelines to effectively integrate program changes with minimum disruption to 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 outside agency staff 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 read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; initiative; tact; imagination; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in one of the Social or Behavioral Sciences and four years experience where the primary function was professional counseling.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree in one of the Social or Behavioral Sciences may be substituted on a year for year basis for up to two years 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.

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

West. Co.
J.C.: Competitive:
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Job Class Code: C3051
Job Group: XII