

PROGRAM COORDINATOR (CRIMINAL JUSTICE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Probation, is responsible for developing, coordinating and administering criminal justice programs for the Department of Probation as well as other county departments such as the Office of the District Attorney, Public Safety and Community Mental Health. Responsibilities involve the supervision and evaluation of all program services, with specific responsibility for developing programs and coordinating programmatic and administrative functions 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 may be exercised over a small number of professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers 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; reviews programs with the Commissioner of Probation for final approval;

Researches and applies for state and federal reimbursement assistance by collaborating with other county, state and federal departments;

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

Coordinates 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;

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;

Represents the Department of Probation at meetings and conferences with other offices or community groups as requested;

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of criminal justice administration; good knowledge of the criminal justice system and the principles, purposes and techniques used in the field of criminal justice planning; good knowledge of public administration, practices and procedures; knowledge of practices and procedures used in justice courts, and city, county and family courts; familiarity with the operations and problems of those agencies concerned with rehabilitation of criminal offenders; 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) five years experience in project or program development in the field of criminal justice, two of which must have been at an administrative level; or (b) a Master's Degree* in Criminal Justice, Public Administration or Social Work and four years experience in project or program development in the field of criminal justice, two of which must have been at an administrative level; 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 Department of Education as a post-secondary, degree-granting institution.