

DIRECTOR OF PROGRAMS (DISTRICT ATTORNEY)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily professional and coordinating work involving responsibility for developing and implementing policies and procedures pertaining to special programs and initiatives, including grant-funded programs in the Office of the District Attorney. The work is performed under the direction of the District Attorney and in accordance with program and grant guidelines and requirements. Work guidance may be provided to professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches funding opportunities, prepares all grant proposals, and secures funding opportunities by meeting with New York State and federal elected officials, meeting with stakeholders to gather information, analyzing information, etc.;

Manages all grants in order to ensure compliance with grant requirements, including but not limited to collecting and organizing information regarding grant-related activities, monitoring vendor activities, preparing required local, New York State and federal reports, etc.;

Develops and implements procedures for monitoring contracts with vendors, experts, local, New York State, and federal agencies, including but not limited to the preparation of County forms for contract development and amendments, discussing requirements with contractors, ensuring the proper use of funds, etc.;

Gathers information regarding programs and initiatives in order to make recommendations for the preparation of the District Attorney's annual budget;

Reviews asset forfeiture funds and expenditures as they pertain to District Attorney programs and initiatives in order to ensure that they comply with United States Department of Justice and New York State guidelines and requirements regarding the use of such funds;

Acts as the liaison to the Director of Purchasing to prepare Requests for Proposals (RFPs), as needed, and develops information regarding same;

Coordinates departmental purchasing processes in accordance with County of Rockland purchasing protocols and requirements;

Develops policies and procedures for programs and initiatives including, but not limited to alternatives to incarceration programs (e.g., Misdemeanor Drug Court, Domestic Violence Court, Drug Treatment Alternative to Prison, Mental Health Alternative to Incarceration, Re-Entry Task Force);

Researches and gathers information and develops recommendations for new alternative to incarceration programs;

Oversees and coordinates processes for referring defendants to the alternatives to incarceration programs;

Acts as the District Attorney's liaison to Rockland County departments, elected officials, and community-based committees and task forces, as assigned;

Represents the District Attorney at meetings of the Rockland County Legislature, as assigned;

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Prepares press releases regarding programs and initiatives, as assigned;
Serves on special commissions, task forces, and committees, as assigned;
Develops surveys to gather information to assess the effectiveness of programs and initiatives, and prepares reports regarding same;
Completes a variety of special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and procedures of the District Attorney's programs and initiatives; thorough knowledge of the organization of the criminal justice system; thorough knowledge of practices related to coordinating the activities of alternatives to incarceration programs; good knowledge of funding sources for alternatives to incarceration programs; ability to identify grant opportunities and prepare grant applications; ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports; ability to interpret complex written material, such as program and government regulations; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Psychology, Social Work, Criminal Justice or comparable curriculum, and five (5) years of professional experience in a probation department, law enforcement agency, social services agency, and/or mental health agency, at least two (2) years of which must have included technical, professional, and/or administrative responsibilities for alternatives to incarceration programs (e.g., drug courts, mental health alternatives to incarceration, intellectual and developmental disabilities alternatives to incarceration, re-entry programs, misdemeanor intervention programs).

NOTE: A Master's degree in Psychology, Social Work, or Criminal Justice, or comparable curriculum may be substituted for one (1) year of the required general experience.