

DIRECTOR OF PROGRAMS (DISTRICT ATTORNEY)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work responsible for coordinating tasks related to the development and implementation of policies and procedures, particularly for special programs and initiatives, including those funded by grants 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. Supervision may be provided to professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research, prepares grant proposals, and secures funding by engaging with New York State and federal elected officials, as well as stakeholders, to gather and analyze relevant information; Oversees grant process by ensuring compliance with requirements such as collecting and analyzing data on grant-related activities, monitoring vendor operations, and preparing mandatory reports for local, New York State and federal entities;

Establishes and executes protocols for overseeing contracts with vendors, experts, and local New York State and federal agencies, by preparing county forms for contract development and amendments, conducting discussions on contractor requirements, and ensuring the appropriate utilization of funds;

Enters procurement purchase orders and audits to ensure accuracy and compliance with grant expenditures;

Develops policies and procedures for programs and initiatives (e.g., Drug Court, Domestic Violence Court, Drug Treatment Alternative to Prison, Mental Health Alternative to Incarceration, Re-Entry Task Force);

Reviews and gathers information and develops recommendations for a variety of programs, including overseeing and coordinating processes for referring defendants to such programs as alternative to incarceration;

Leads and engages in training assessments and professional development workshops for diverse grant-related initiatives and programs;

Consults with internal agency staff to assess defendants' transition from referral to placement, identifying and addressing any additional support service needs;

Consults with individuals/defendants along with mental health agency staff to discuss treatment options, etc.;

Designs surveys to collect data for evaluating the efficiency of programs and initiatives, and compiles and presents findings;

Establishes and maintains strong relationships with mental health agencies in the community;

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

Participates on special commissions, task forces, and committees, as assigned;

Prepares a variety of reports and completes special projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques used in coordinating the delivery of programs and services; good knowledge of the policies and procedures of the District Attorney's programs and initiatives*; good knowledge of the organization of the criminal justice system*; ability to supervise the work of others; ability to work independently and resolve problems; 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.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Psychology, Social Work, Counseling, Behavioral Health, Criminal Justice or comparable curriculum, and

- a. Five (5) years of professional experience that substantially involved coordinating or administering programs or services, which included, or was supplemented by, at least two (2) years in mental health program coordination, referral or program placement; and
- b. One (1) year of the qualifying work experience in a. above must have included supervising or managing staff.

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

*To be demonstrated during the probationary period.