

POSITION DESCRIPTION

City of New York Department of Correction

Assistant Commissioner, Facility Operations Riker's Island, New York

Summary:

The New York City Department of Correction (DOC) is an integral part of the City's evolving criminal justice system, participating in reform initiatives and strategies aimed to move the City towards a smaller jail system without compromising public safety. The DOC is responsible for maintaining a safe and secure environment for our employees, visitors, volunteers and people in our custody. Importantly, safe jails enable DOC to provide people in custody with the tools and opportunities they need to successfully re-enter their communities. The DOC operates facilities and court commands across the five boroughs with more than 9,500 diverse professionals and knowledgeable experts.

DOC is looking for talented and highly motivated Assistant Commissioners of Facility Operations who, under executive direction, will manage and lead a correctional facility. The successful candidate will ensure that the day-to-day facility operations are managed in accordance with Department policy and practices. In this capacity, the selected candidates will be responsible for all activities within the command, including direct and indirect supervision of all employees and people in custody. The selected candidates will monitor and evaluate all security measures to ensure that proper security is maintained; they will develop procedures to enhance facility security and will be responsible for the security aspects for the commands they are charged to lead. Where necessary, the candidate will plan, direct, monitor and evaluate all custodial functions impacting the health care of all incarcerated persons housed in the command, consults with Correctional Health Services and other agencies who work within the facilities to ensure compliance on matters relating to providing innovative health care services efficiently, while ensuring strict adherence to minimum standards and all other mandated services.

Essential Functions

- Ensure that jail operations remain compliant with all legal mandates, court orders, federal/state/city and local regulations
- Establish and maintain cooperative working relationships across senior leadership teams, oversight agencies, community and professional groups and union leadership
- Analyze situations accurately and recommend effective solutions to leadership
- Assist with the training and motivation of staff and analyze data to help isolate potential trends for leadership consideration
- Research, review, and recommend correctional best practices and perform other related duties as assigned
- Develop procedures to enhance facility security and will be responsible for the security aspects for the commands they are charged to lead
- Plan, direct, monitor and evaluate all custodial functions impacting the health care of all incarcerated persons housed in the command
- Consult with Correctional Health Services and other agencies who work within the facilities to ensure compliance on matters relating to providing innovative health care services efficiently, while ensuring strict adherence to minimum standards and all other mandated services
- Ensure that jail operations remain compliant with all legal mandates, court orders, federal/state/city and local regulations; establish and maintain cooperative working relationships across senior leadership teams, oversight agencies, community and professional groups and union leadership
- Analyze situations accurately and recommend effective solutions to leadership; assist with the training and motivation of staff and analyze data to help isolate potential trends for leadership consideration.
- Research , review, and recommend correctional best practices and perform other related duties as assigned

Qualifications

- A Bachelor's Degree from an accredited college in Public, Business or Personnel Administration, Criminal Justice, or a related field, plus five years of experience of working in a large correctional facility, at least three years of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position
- Or A four-year high school diploma or it's educational equivalent, plus seven years of experience of working in a large correctional facility, three years of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position
- At least ten (10) years of professional supervisory experience as a Correctional Administrator, Correctional Superintendent, Warden, Chief or other senior level supervisory experience in a correctional setting
- Experience overseeing and managing the operations of a large correctional facility, large county jail, detention center or correctional system
- Prior professional experience with planning, evaluating, organizing, and implementing best correctional practices, policies and procedures
- Experience formulating policies, goals, and objectives for correctional employees
- Experience evaluating the performance of institutional operations and the effectiveness of programs in relation to the inmate population and maintaining high standards and work objectives.

To apply, please send a résumé via e-mail to:

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