

**New York City
Criminal Justice Agency**

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Jerome E. McElroy,
Executive Director

POSITION OPENING

Posted: 01/08/2010

Position: Regional Director of Operations
Location: Queens and Bronx
Salary: \$75,000 – \$88,500

Organizational Description:

The New York City Criminal Justice Agency (CJA) is a not-for-profit pre-trial and research service organization. Operating under a contract with the City of New York, CJA provides pre-trial services to approximately 300,000 persons arrested annually within the 5 boroughs of New York City. CJA's primary operation consists of screening criminal defendants arrested within the five boroughs of the City for pre-trial release. CJA operates 24 hours a day, conducting release interviews in police department detention facilities throughout the city. Information obtained from these interviews is used to provide recommendations of release to the judge at arraignment.

By providing information on a defendant's likelihood of returning to court, CJA helps arraignment judges make more informed release decisions and fosters the use of release on recognizance.

CJA's work is vital in saving New York City unnecessary pretrial detention and post-sentence incarceration costs, in reducing the rate of failure to appear in court, in providing data and research to enhance the understanding of the criminal-justice system, and in improving the management of the city's alternative-to-incarceration resources.

Summary of Responsibilities:

The Regional Director is responsible for all facets of an around-the-clock operation in Bronx and Queens. He or she is responsible for the oversight of a combined staff of 66, comprised of mid-level managers, supervisors, administrative support and line staff belonging to a collective bargaining unit. The Regional Director oversees policy and personnel decisions; is responsible for quality control of department work; staff training and development, and serves as liaison to a wide range of other criminal justice agencies.

The Regional Director reports to, and assists the Associate Director for Operations in development of agency programs, long-range policy planning, oversight of agency programs including bail expediting, failure to appear and notification efforts; inter-agency quality-control measures; staff development, analysis of operational effectiveness through management reporting and in-depth performance evaluation reviews.

Qualifications:

BA/BS degree required (graduate degree preferred) and a minimum of 5 years experience in criminal justice, public administration, social or public interest field. Prior managerial experience, required. The successful candidate will have demonstrable success in operational or program management with core competencies in areas such as strategic planning, leadership, project management, organizational or staff development and training. Basic computer knowledge is a must. Excellent verbal and written communication and analytical skills are essential.

To Apply: Submit resume and cover letter to:
Attn: Associate Director for Operations
Email: cjahrm@gmail.com
Fax: 646-213-2550

Deadline: January 29, 2010

Note: Only applicants under consideration will be contacted. No phone calls please.

CJA offers a diverse work environment with excellent benefits, including health insurance, dental and vision coverage, a generous retirement savings plan, and four weeks of annual vacation leave.

***The New York City Criminal Justice Agency is an Equal Opportunity Employer.
All qualified candidates are encouraged to apply.***