

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: PROJECT MANAGER (GROUP VIOLENCE INTERVENTION) **GRADE:** 23

TITLE ABBREVIATION: PROJECT MANAGER (GVI) **TITLE NO.:** 562320

JURIS.CL: NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: DISTRICT ATTORNEY

NATURE OF THE WORK: The incumbent of this position is responsible for the coordination and support to the Group Violence Intervention (GVI). The GVI holds that violence can be dramatically reduced when community members and law enforcement partners directly engage with groups/gangs and clearly communicate: (1) a credible, moral message against violence; (2) a credible law enforcement message about the consequences of further violence; and (3) a genuine offer of help for those who want it. The Project Manager will coordinate a team of other project staff, and local, state, and federal partner agencies towards achieving the established goals and objectives. The Project Manager will be directly responsible for the implementation of the City of Newburgh GVI. If time permits, the Project Manager will assist with aspects of the Gun Involved Violence Elimination (GIVE) program located in the City of Newburgh. Incumbent may be required to work evenings and/or weekends.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-class position allocated to the Non-Competitive Class of the classified service. The work requires a high level of confidentiality and is performed under the general direction of an Executive Assistant District Attorney with latitude allowed for independent decision-making. Supervision of others is not a feature of this class. This position interacts and coordinates with county, state, local, and federal law enforcement, city officials, the District Attorney, Social Service, Probation, and the United States Attorney's Office.

TYPICAL DUTIES AND TASKS:

Coordinates the operational management of all aspects of the Group Violence Intervention (GVI);

Manages and maintains strong working relationships with a broad set of stakeholders, including city, county, state and federal law enforcement partners; community-based organizations; and social service providers;

Maintains communication with and provides project updates (both in written and oral forms) to stakeholders, including government officials, community groups, project partners, and staff;

Works with project partners to effectively communicate to the community the purpose, mission, and outcomes of the group violence intervention;

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Works with partners to ensure that adequate resources are available and that barriers to success are removed;

Coordinates and participates in meetings of the Group Violence Intervention in the City of Newburgh, which includes conducting and facilitating group call-ins;

Schedules and attends subcommittee meetings and participates in scheduled conference calls;

Works with social services groups, service providers, and state and local government to assist in coordination of outreach and support resources;

Serves as a contact with the John Jay College of Criminal Justice technical assistance team for hands-on support of key project components, including law enforcement, community involvement, and offender services;

Ensures that all activities are in direct support of established goals, objectives, policies, and protocols;

Identifies program challenges and works with project partners to create solutions;

Maintains and documents confidential information including, but not limited to, offender participation, interventions, and outcomes;

Utilizing computer applications, prepares reports, including monthly activity reports, time and effort reports, and other special reports as requested;

Documents call-in participation, GVI interventions, and outcomes;

Assists in coordination and facilitation of appropriate trainings, as required;

Performs other duties as required or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of programs dealing with gun violence; thorough knowledge of issues and problems faced by victims of gun violence and their families and available resources; knowledge of effective organization and management principles and practices; good knowledge of the basic principles and practices of community organization, and public relations; computer skill in the operation of computer applications or other automated systems; ability to establish and maintain effective working relationships with law enforcement, community agencies, and advocacy groups; ability to communicate effectively both orally and in writing; ability to gain the confidence and cooperation of others; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Psychology, Sociology, Criminal Justice or closely related field and four (4) years of experience in the coordination of a community services related program or project management; OR
- (B) Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and six (6) years of experience as outlined in (A) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

NOTE: Candidates will be required to undergo a full criminal background check and pre-employment drug testing prior to offer of employment.

Juris. Class Update: 9/19/2017 AT