

TOMPKINS COUNTY CIVIL SERVICE VACANCY Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Project Director - Community Justice Center

SALARY: \$37.10 Hire Rate \$40.32 Work Rate

TYPE OF EMPLOYMENT: Full-Time

ISSUE DATE: 07/15/21

THE FINAL DATE TO FILE APPLICATIONS: 08/15/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/16/21

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Master's Degree in sociology, education, public administration, ethnic studies, communication or a closely related field **AND** three (3) years of progressively responsible full time paid (or the equivalent part time) administrative and management experience; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree in sociology, education, public administration, ethnic studies, communication or a closely related field **AND** five (5) years of progressively responsible full time paid (or the equivalent part time) administrative and management experience; **OR**
- C. Any combination of training and experience equal to or greater than that described in (a), or (b) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Project Director is responsible for leading the implementation of the joint recommendations of the Reimagining Public Safety Collaborative and will oversee and manage all aspects of the project including convening, organizing and collaborating with multiple stakeholders including community members to implement plan recommendations. The Project Director will serve as the primary point of contact to develop policy, processes and practices and facilitate dialogue that support the interorganizational collaboration between Tompkins County and the City of Ithaca to achieve the objective of connecting the dots between organizational systems of government, public safety and the needs of the community. This position is responsible for managing multiple complex tasks while identifying the appropriate resources to fulfill project responsibilities. The Project Director is responsible for understanding and translating the impact of the public safety system, including operational, disciplinary and

internal investigation procedures, on minoritized members of the community and developing solutions according to the plan recommendations. In addition, the Project Director is responsible for centering diversity, equity, inclusion and justice throughout the implementation process to achieve equitable outcomes in collaboration with the County, City departments and community stakeholders. The Project Director will be responsible for hiring and training of staff and management of contracting and fiscal reporting. The Project Director will also be responsible for providing updates to the County Legislature and City of Ithaca Common Council upon request. This is a managerial position that reports to the County Administrator or designee while supporting multiple departments within Tompkins County and the City of Ithaca. Supervision is exercised over the Data Analyst and any staff assigned to provide office, clerical or project assistance.

TYPICAL WORK ACTIVITIES:

- Leads implementation of the Tompkins County and City of Ithaca Reimagining Public Safety Recommendations;
- Develops and implements comprehensive community engagement policies and strategies to ensure the community is involved in all aspects of the implementation process;
- Develops systems and processes timelines for informing elected leaders, staff and community members of plan progress;
- Reviews crime statistics, disciplinary records and internal investigations for impact on diversity, equity and inclusion efforts;
- Organizes and facilitates work groups;
- Develops reports and presentations with clarity to ensure understanding at all levels of the community;
- Provides updates and participates in community, regional and statewide public safety efforts on behalf of the Collaborative;
- Provides leadership, guidance, training, and support to internal and external partners in the development and implementation of recommendations;
- Establishes baseline disparity data targets and processes to track and report outcomes;
- Provides expert technical guidance and leadership to stakeholders including management and elected officials of social justice issues affecting County/City programs and practices based on data and analysis of proposed legislation and regulations related to the public safety system;
- Coordinates with the Tompkins County Public Safety, Workforce Diversity and Inclusion Committees and other legislative committees;
- Directs, evaluates and coordinates analyses pertaining to plan recommendations regarding race and equity policy issues and long-term plans to address department needs and services and the needs of the community;
- Collaborates with community, local businesses, non-profits, colleges, partners to identify and address cumulative impacts of institutional and structural inequities in public safety practices and procedures in Tompkins County and the City of Ithaca;
- Develops and implements budgets, cost containment procedures, and program improvement measures;
- Reviews workplace metrics pertaining to public safety and provides recommendations for how to improve organizational outcomes;
- Manages the preparation of grant applications to ensure adequacy and timeliness;
- Conducts regular national best practices research and comparative analyses to ensure the County's and City's continued progress as a municipal leader in centering equity in public safety;
- Supervises assigned staff.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the County's and City's policies, processes and procedures in relation to public safety and community policing;
- Knowledge of the practices and procedures to engage diverse communities, specifically communities of color;
- Knowledge of concepts, national trends, and current issues related to equity in public safety;
- Knowledge of concepts of successful project management;
- Experience with public policy development and implementation;
- Skill in conducting facilitation and training;
- A demonstrated passion for advancing racial equity, social justice solutions and community building and engagement;
- Experience and a working knowledge of effective methods of organizational and institutional change;
- Adept at implementing and achieving solutions that are driven by data and leads of measurable outcomes;
- Experience with development of analytical reports;
- Excellent written and verbal communication skills to work effectively with the public, department heads, elected officials, committee chairs, and multi-agency-jurisdictional representatives;
- Ability to understand and translate technical and policy issues and resulting legislative implications;
- Ability to provide effective leadership and supervision;

- Excellent computer skills that at a minimum include presentation software, financial management software and applications, Microsoft Excel, Word and Access;
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making;
- Candidates must possess and display tact, integrity, excellent moral character, good judgment, and resourcefulness.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

In respect to the physical demands of this position, there may be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Otherwise, the position requires only minimal physical effort which, for the most part, is performed while seated or standing at a desk, but can include some walking and/or handling light boxes or supplies. The employee's ability to communicate (verbally and in writing) must be such that they are able to understand and carry out complex detailed instructions and/or share information to ensure adequate delivery of services. The employee often experiences tight deadlines, rush orders and frequent exposure to distressing human situations. As a result, considerable interpersonal skills are needed to advise and guide program participants on the best use of their benefits and/or to plan and coordinate inter-group cooperation when it comes to coordinating with third-party providers. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Operation of such machinery requires considerable precision, manual dexterity, knowledge and skill. There are minimal hazards or risks associated with the performance of this work. The work is generally performed indoors, in an office or meeting room setting, in a temperature-controlled environment and the incumbent is not generally exposed to disagreeable working conditions.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850