

DIRECTOR OF PROJECTS (DISTRICT ATTORNEY)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the day to day coordination and support to the Intimate Partner Violence Initiative. The tasks involve coordinating a team of other project staff, and local, state, and federal partner agencies towards achieving the established goals and objectives. The work requires a high level of confidentiality and is performed under the general supervision of the District Attorney, with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision over the work of others is not normally a responsibility of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the operational management of all aspects of the Intimate Partner Violence Initiative;

Manages and maintains strong working relationships and communication with stakeholders, government officials, community groups and project partners;

Establishes and manages program goals, initiatives, objectives, policies and protocols;

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

Coordinates information/data between multiple disciplinary teams which include Ulster County District Attorney, Kingston Police Department, Ulster County Probation, New York State Parole and various victim services providers;

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

Coordinates and participates in meetings of the Intimate Partner Violence Initiative and participates in scheduled conference calls;

Maintains meeting minutes, contact information and activity reporting;

Prepares written reports, including monthly activity reports, time and effort reports and other special reports as requested utilizing computer applications;

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

Works with various victim services providers and state and local government to assist in the coordination and implementation of outreach and support resources.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of programs dealing with intimate partner violence; thorough knowledge of issues and problems faced by victims of

intimate partner violence and their families and available resources; good knowledge of the basic principles and practices of community organization and public relations; ability to establish and maintain effective working relationships with law enforcement, community agencies and advocacy groups; ability to prepare clear and accurate reports; ability to understand and carry out difficult oral and written directions; ability to maintain confidentiality; ability to use computer applications or other automated systems; ability to gain the confidence and cooperation of others; initiative; good judgement; resourcefulness; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice, Psychology, Sociology or a related field and four (4) years of experience in the coordination of a community services related program or project management; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Criminal Justice, Psychology, Sociology or a related field and six (6) years of experience as outlined in (A) above.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY
2644 DIR PRJ DA
Classification: Non-Competitive
MGT

Adopted: January 30, 2017
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