

# **Project Director - Community Justice Center Tompkins County**

**Department:** County Administration  
**Classification:** Exempt  
**Labor Grade:** Management Grade 87  
**Approved:** 6/2021  
**Revised:** 8/21  
**By:** RP, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

- A. Graduation from an accredited college or university with a Master's Degree in sociology, education, public administration, business 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, business 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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