

## **Notice of Job Opening**

**Position:**

Program Director (Community Police Review Board)

Applicants must meet the requirements outlined in the enclosed job description. PLEASE NOTE: This position is pending Municipal and New York State Civil Service Classification into the Exempt Class. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis.

The City of Albany's Community Police Review Board (CPRB) is seeking a Program Director. The CPRB is an independent body established by the City of Albany in 2000 to improve communication between the Police Department and the community, to increase police accountability and credibility with the public, and to create a complaint review process that is free from bias and informed of actual police practice. The Program Director will serve in a leadership role at the direction of the Community Police Review Board to provide robust leadership and effective management of the CPRB's daily activities.

The City of Albany's 2025 Budget proposes making the CPRB a City Department, under the direction of the Common Council.

**Department:**

Community Police Review Board

**Number of Vacancies to be filled:**

1

**Rate of Pay:**\$83,060 - \$118,870 Annually  
Commensurate with qualifications and experience  
Monday - Friday 8:30am-5:00pm (37.5 hours/week)**Schedule:**

May require some evening and weekend hours for board meetings and community outreach.

**Application Deadline:****Open Until Filled**All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.**Residency Requirement:**

YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Wednesday, October 2, 2024**

**PROGRAM DIRECTOR**  
(Community Police Review Board)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for serving as the liaison between the Common Council and the Community Police Review Board (CPRB), which requires attendance at every Community Police Review Board meeting. Their duty is to the day-to-day operations of the Community Police Review Board, including managing the work of the CPRB, processing complaints, and participating in community outreach and education. The incumbent shall also be responsible for researching and analyzing policy recommendations related to police department oversight for the Common Council and CPRB. Work is performed under the supervision of the City Clerk.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Oversees meetings and outreach of the Community Police Review Board;
- Maintains the records, reports, and communications of the Community Police Review Board;
- Oversees the creation of Community Police Review Board meeting notices, agendas, and minutes;
- Oversees CPRB case management, including accepting incoming complaints and interfacing with the Board to ensure the timely completion of investigations;
- Assures the timely flow of information between the Community Police Review Board and city personnel;
- Researches and recommends new and existing policies related to police department oversight in Albany and similarly situated municipalities;
- Builds and maintains strong relationships with community and government stakeholders;
- Acts as a CPRB liaison between government agencies, community organizations, and providers of programming and resources;
- Meets regularly with the Albany Police Department's Chief of Police;
- Recommends new police department oversight policy and strategies to city officials and community partners;
- Works alongside Common Council staff and city officials to help implement police department oversight strategies;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Strong knowledge of Albany's model of civilian oversight;
- Strong knowledge of the laws and regulations governing policing in Albany and New York State;
- Knowledge of evidence-based strategies to provide police department oversight and relevant organizations, including the National Association of Civilian Oversight of Law Enforcement;
- Knowledge of public finance and budgeting;

- Knowledge of personal computers, office equipment, and Microsoft Office Suite;
- Knowledge of the legal protection accorded to police records;
- Ability to maintain absolute confidentiality with respect to confidential or privileged information received;
- Ability to develop and maintain effective professional relationships with city officials, other employees, service providers, and the public;
- Ability to coordinate studies of government operations;
- Ability to coordinate volunteers and supervise employees;
- Ability to manage and prioritize multiple tasks;
- Ability to work independently;
- Thorough communication skills, both verbal and written;
- Thorough organizational and time-management skills;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Master's Degree (or higher) in Criminal Justice, Criminology, Public Policy, Public Administration, or a closely related field and two (2) years of experience in the practice of law, citizen/civilian oversight, policing, criminal justice, public administration, social services, or related work; **OR**
- B. Possession of a Bachelor's Degree in Criminal Justice, Criminology, Public Policy, Public Administration, or a closely related field; and three (3) years of experience in citizen/civilian oversight, policing, criminal justice, public administration, social services, or related work; **OR**
- C. Possession of an Associate's Degree in Criminal Justice, Criminology, Public Policy, Public Administration, or a closely related field; and five (5) years of experience in citizen/civilian oversight, policing, criminal justice, public administration, social services, or related work; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in citizen/civilian oversight, policing, criminal justice, public administration, social services, or related work; **OR**
- E. An equivalent combination of training and experience defined by the limits of (A) through (C) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Note:** The CPRB's investigations are often high profile and involve sensitive matters. The Program Director must adhere to strict confidentiality requirements and pass a background check before beginning work with the CPRB.

Issued: 10/01/2024