

**DIRECTOR, OFFICE OF EX-OFFENDER AFFAIRS**  
**DX-301-E1**

**INTRODUCTION**

This position of Director of Ex-Offender Affairs is located in the Executive Office of the Mayor. The incumbent serves at the pleasure of the Mayor under the direction of the Chief of Staff.

**MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent for this position works under the administrative direction of the Chief of Staff to provide broad policy guidance on the ex-offender population in the District of Columbia by performing work in support of the office, which may include:

Assist Policy Advisor in analyzing existing policies, programs, plans, organizational systems, procedures, standards, etc. to identify impediments to effective and efficient government operations as they relate to ex-offenders returning to the community.

Assist in drawing on resources within the District of Columbia Government to provide services that may be imperative to ex-offenders returning to the community.

Assist in benchmarking District of Columbia outcomes against national averages and best practices.

Identify new opportunities for the improvement in the District of Columbia's Office of Ex-Offender Affairs' operations and services.

Identify existing and proposed funding sources for outreach activities and allocate staff within respective budgetary limits; assist in the preparation of the budget; and assist in overall planning and evaluation of the office.

Research legislation, best practices, and programs designed to decrease the recidivism rate in the District and improve services presently being offered and provided to ex-offenders.

Maintain regular communication between the commission, the vast array of service providers and various ex-offender community organizations while monitoring participation and advocating for the issues and concerns of ex-offenders.

Provide direction and guidance on policy initiatives and provide feedback on the results of policy implementation in the ex-offender community to measure progress and/or recommend additional initiatives.

Oversee the Re-Entry Resource Center's Program Coordinator and provide direct guidance on the administrative direction of the center. Maintain liaisons with and

coordinate necessary meetings with other departments and agencies as necessary to accomplish office objectives.

Responsible for the development of, implementation and management of re-entry community involvement programs designed to reach ex-offenders from a holistic point of view.

Maintain close contacts with Agency Heads and Administrators to ensure that programs are available to ex-offenders and are consistent with commitments made by the Mayor, the City Council, the Federal Government and the U.S. Congress.

Maintain close working relationships with residents and commercial development councils, housing commissions and citizen participation advocates, which serve the District of Columbia.

Advocate for the service needs of ex-offenders and their families to ensure a continuum of care is readily available and accessible upon an offender's release.

Performs other related duties as assigned.

#### **KNOWLEDGE REQUIRED BY POSITION**

Knowledge and understanding of the nature of District government policies and programs and the interrelationships among such policies and programs, sufficient to develop factual information on a wide variety of subjects as they pertain to the ex-offender community in the District of Columbia.

Demonstrated analytical ability to assess and evaluate policies, programs and issues for decision making and identify potential and existing gaps in services for the ex-offender population.

Ability to write extensive memoranda papers and reports clearly, concisely and in a timely fashion, with minimal editing.

Skill in developing and writing evaluative reports and positions papers.

Knowledge and skill sufficient to advocate for the needs and services of ex-offenders in specific matters with other components of the D.C. government associations, groups or organizations, etc.

Ability to critically review and analyze policies and programs and to develop recommendations based on that review and analysis that are consistent with current accepted policy development theory and practices.

Ability to gather, assemble and analyze facts, draw components to produce effective and timely products.

Ability to articulate and advocate for the needs of ex-offenders returning to the DC community.

### **SUPERVISORY CONTROLS**

The incumbent consults with the Chief of Staff and informs him/her of issues and controversies that may arise from the course of conducting research, advocating within the community and undertaking analysis; provides leadership and direction to support and professional staff; and reviews staff work to ensure that their work meets professional standards and the goals and objectives of the office.

### **GUIDELINES**

Guidelines include District laws and federal status applicable to the District of Columbia; pertinent federal regulations and policies; the District of Columbia government and Mayor's regulations and policies; a working knowledge of practices among state and local government bodies throughout the United States; and policies and procedures of the Office of the Chief of Staff.

### **COMPLEXITY**

The incumbent should possess the ability to successfully analyze issues, concerns and service needs of ex-offenders as they relate to the District of Columbia. The Director of this office must concern himself/herself with the development of knowledge and expertise in both broad and narrow issues as they relate to knowledge of ex-offenders.

### **SCOPE AND EFFECT**

The purpose of this position is to provide proper research and analysis of issues relative to the policies and operations of the District of Columbia government agencies and departments. Policies and legislation reviewed will have impact on this city and carry over to private agencies and institutions.

### **PERSONAL CONTACTS**

The area of responsibility requires close cooperation with staff members and Directors of District of Columbia agencies, in addition to contacts with staff of the Council of the District of Columbia.

### **PURPOSE OF CONTACTS**

Contacts are made to elicit information, determine available resources, develop relationships with service providers, discuss and negotiate courses of action, advocate on



behalf of ex-offenders and their families, and to recommend alternatives. Contacts at all levels are necessary to benefit from the expertise of the numerous officials.

### **PHYSICAL DEMANDS**

The work is primarily sedentary requiring minimal physical exertion, but frequently including travel to attend meetings, etc.

### **WORK ENVIRONMENT**

The work area is an office setting; however, fieldwork may be required.