

City of Baltimore



Associate Director, Criminal Justice System

Mayor's Office of Criminal Justice

The City of Baltimore seeks a creative, dynamic, and results-oriented professional to serve as the Justice System Associate Director for the Mayor's Office of Criminal Justice (MOCJ). The Justice System Associate Director works with the Director of the Mayor's Office of Criminal Justice, the Mayor and her senior team, the Police Commissioner and members of the Baltimore Police Department, and other law enforcement partners to assist in the implementation of the City's strategies for reducing crime, improving public safety, and strengthening justice system operations. The Justice System Associate Director collaborates with the Police Department, city, state, and federal agencies, and others to implement the Mayor's crime reduction strategy. The Justice System Associate Director reports to the Director of MOCJ.

About the Mayor's Office of Criminal Justice

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on criminal justice matters, develops a strategy for ensuring the safety of all residents of Baltimore, and coordinates the operations of the justice system in the city. MOCJ articulates a vision for public safety in Baltimore, and coordinates with law enforcement and community partners in executing an effective strategy for improving safety. MOCJ collaborates with local, state, and federal criminal justice and law enforcement partners, as well as community-based organizations, service providers, and philanthropic organizations.

Responsibilities

The Justice System Associate Director's responsibilities include, but are not limited to:

- Assists in the implementation of the City's crime reduction strategy, working with Baltimore city agencies and collaborating with local, state, and federal criminal justice leaders;
- Establishes and maintains relationships with the Police Department and other law enforcement partners, and works collaboratively to implement crime reduction strategies;
- Researches and identifies proven strategies and programs for key criminal justice priorities—such as reducing shootings and homicides in order to ensure that local crime reduction strategies consider evidence and build on what works to reduce crime;

- Works with the Police Department and Baltimore CitiStat to establish performance metrics and monitoring systems to ensure accountability and progress tracking;
- Assesses justice system operations and makes recommendations for improvements;
- Reviews and summarizes reports and data produced by the Police Department and other criminal justice system partners to summarize key trends and developments;
- Organizes and sets agenda for regular meetings with justice system partners to review data and initiatives and to discuss progress;
- Briefs the Mayor and her senior team on progress in implementing crime reduction strategies and advises on potential improvements;
- Produces memos, reports, and content for social and conventional media to summarize crime reduction issues and progress; and
- Represents the Director and/or Mayor at meetings with criminal justice partners and/or other external stakeholders.

Qualifications

The ideal candidate has demonstrated leadership in criminal justice and has experience working with and establishing credibility among a wide range of stakeholders, including local agencies and elected officials. The ideal candidate should have the following qualities:

- Robust knowledge of criminal justice issues, systems, and policies impacting public safety (required)
- Experience working in law enforcement (strongly preferred)
- Proven ability to establish and maintain effective working relationships with city agencies, organizations that work intensively with justice-involved individuals, and state and local criminal justice partners;
- Well-organized with excellent written and verbal communication skills;
- The ability to develop, mentor, and motivate professional staff;
- A commitment to diversity, equity, and excellence;
- Political savvy and sensitivity to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and administrative colleagues; and
- Ability to balance competing priorities, complex situations, and tight deadlines.

Education & Experience

Education

Bachelor's degree from an accredited college or university. A graduate degree is highly desirable.

Experience

6-8 years of experience in the criminal justice sector, including progressively responsible management experience. Experience working in the public sector is highly desirable. Proven record of successful project completion.

Residency

Baltimore City residence is strongly preferred.

How to Apply

Salary negotiable and commensurate with experience and qualifications. Qualified applicants are encouraged to apply.

Resume and letter of interest including salary history and requirements should be emailed to talent.masters@baltimorecity.gov

Attention: Carvel Allen carvel.allen@baltimorecity.gov. Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings.

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