

**Public Defense Leadership Position Opening**  
**New York State Office of Indigent Legal Services**  
**Albany, New York**

**ILS Director**  
**Job Posting**

The NYS Office of Indigent Legal Services (ILS) and the Indigent Legal Services Board (ILSB) were created by the 2010 enactment of Executive Law § 832 (Office) and § 833 (Board). The ILS Office and Board share the mandate “to monitor, study and make efforts to improve the quality of services provided pursuant to article eighteen-B of the county law.” Since their inception, the Office and Board have made significant progress in reforming New York’s long-neglected county-based system for providing public criminal defense, and they have laid the groundwork for reforming its even more deeply neglected county-based system for providing public parental representation.

The Board is seeking a new Director, its second, to lead the Office starting June 2, 2021. The Board seeks a highly dedicated, qualified, committed and successful public defense leader for this position. Based in Albany, the position is full time, with a salary range of \$145,000-\$170,000.

The job specifics are as follows:

**Minimum Qualifications:**

Juris Doctorate, admission to or willingness to seek admission to New York State Bar, a minimum of fifteen years’ experience in the provision of public criminal and/or parental defense, and at least seven years’ experience as a supervisor or manager in one of those fields. An ideal candidate will demonstrate a strong commitment to promoting high quality public defense in criminal and Family Court cases, strong leadership skills, a high degree of professionalism and collegiality, sound judgment, and strong oral and written skills.

An ideal candidate will also demonstrate a commitment to leading an office that cultivates a culture of respect for the backgrounds, experiences, and contributions of every employee, and that promotes diversity in hiring and leadership opportunities. Experience working with local, state, and/or national legislators will be considered.

**Duties Description:**

The Director reports to the ILS Board and bears responsibility for the success of ILS’ core mission to improve the quality of mandated representation. This position is responsible for the day-to-day operation and administration of the Office (currently budgeted for 40 staff members), including:

- i. Providing direct supervision to Counsel; Quality Enhancement Directors for Criminal Trials, Appeals, and Parental Representation; and Executive Assistant;
- ii. Appointing new employees;
- iii. Giving direction to and assessing the performance of current employees;
- iv. Conducting regular Management Team meetings to plan project implementation and consider agency policies and procedures;
- v. Conducting regular staff meetings to ensure clear understanding of agency priorities and facilitate communication among staff;
- vi. Preparing and advocating for an annual agency appropriation sufficient to carry out the mission of the Office;
- vii. Executing grant contracts, approving claims for payments, and other approval functions of Office's statewide grants program;
- viii. Ensuring the fiscal and operational integrity of the Office's activities;
- ix. Preparing policies and proposals for the Board to consider during its quarterly meetings;
- x. Implementing the policies and actions approved by the Board;
- xi. Preparing a draft annual report for consideration by the Board;
- xii. Developing and maintaining effective communication with external entities, including but not limited to executive, legislative, and judicial officials, New York State Bar Association, New York State Association of Counties, defender organizations, etc.;
- xiii. Developing and maintaining a significant national involvement in right to counsel and public defense issues, either directly or through designated agency staff; and
- xiv. Performing such other duties as the Board may prescribe.

**Additional Information:**

The ILS Director is appointed by the ILS Board for a five-year term, subject to the approval of the New York State Governor. The Board may appoint the Director for more than one subsequent five-year term upon expiration of each term.

Interested applicants must submit their resume or curriculum vitae, a cover letter describing their interest in and qualifications for the position, and three references to Mindy Jeng, Esq. at [mjeng@nycourts.gov](mailto:mjeng@nycourts.gov), by the close of business on **Friday, March 26, 2021**.