



CLASS SPECIFICATION FOR:

Director of Community Corrections

General Statement of Duties:

Directs the operation of and the provision of services by the Community Corrections program; does related work as required.

Distinguishing Features of Class:

Coordinates a program of local probation, pretrial supervision and related services as a continuum of community-based sanctions and services. The incumbent is responsible to the Community Criminal Justice Board (CCJB), which oversees the program's operations and provision of services via the Comprehensive Community Corrections Act for Local Responsible Offenders and the Pretrial Services Act. Works closely with local judges in obtaining client referrals for the program and in ensuring adequate supervision and follow-up for the clients. The incumbent works closely with County, State, and local groups in securing services. Requires the ability to analyze and interpret material and work effectively with the community. Work is performed independently with general supervision from the Deputy County Manager for Community Services.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Provides expert level advice and guidance to the Board of Supervisors and County Administrator on community corrections related matters;
- Effectively partners with other county departments and agencies to deliver a variety of high quality programs and services to the judiciary and offenders;
- Represents the county on community corrections matters in a variety of public forums, including regular meetings with court judges, the Board of Supervisors and at Community Criminal Justice Board meetings;
- Manages the day-to-day operations of the Community Corrections department, including budgetary oversight and the supervision of management level employees;
- Ensures the department's SOP's are in compliance with DCJS standards;
- Coordinates the work of the Community Criminal Justice Board with the local judiciary;
- Serves as liaison to the Department of Criminal Justice Services and Probation and Parole District Office;
- Conducts research and data analysis as needed for program planning;
- Arranges and develops local Purchase of Services Agreements;
- Serves as the local broker of community corrections services;
- Prepares grant applications and program budgets and administers agency budget;
- Oversees the financial restitution program and other community corrections services;
- Recruits, trains, and supervises volunteers where applicable;
- Oversees the maintenance of individual client records and their security and confidentiality;
- Prepares program evaluation reports and submits these in a timely fashion;
- Prepares programmatic reports and financial statements and submits them as required;
- Supervises program managers, senior officers and clerical staff;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of case work supervision; considerable knowledge of the judicial system, penal diversion alternatives, and community resources; ability to communicate effectively with the demonstrated ability to express ideas clearly and concisely, orally and in writing; excellent interpersonal skills with the ability to establish and maintain effective working relationships with County officials, judiciary personnel, employees, outside agencies, the public and other key partners and stakeholders; ability to collaborate effectively to establish and maintain a good working relationships staff, relevant partners and stakeholders; excellent organization skills with the demonstrated ability to plan and execute workloads effectively for self and staff to successfully complete assigned tasks accurately and in accordance with applicable requirements and deadlines; ability to multi-task while maintaining the integrity of time sensitive processes and documents; ability to read, and consistently comprehend, interpret, apply and communicate complex policies, regulations and requirements; critical thinking and problem solving skills with the ability to appropriately solve a variety of questions and issues within established policies, guidelines, requirements and procedures; sound judgment with demonstrated ability to consider and weigh a variety of relevant factors and make sound accurate decisions or



CLASS SPECIFICATION FOR:

Director of Community Corrections

recommendations; ability to keep accurate detailed records, synthesize multiple types of data and produce easily understood reports and other materials as required; sound computer skills with ability to use computer and typical business software, proprietary software and applications for data management and reporting; basic accounting or other financial skills with sufficient ability to develop budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; personal accountability including teamwork and establishing and maintaining positive relationships with the judiciary, officials, offenders, the public, colleague and other key partners and stakeholders; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and other stakeholders. Requires the ability to travel to various locations and the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Master's degree in criminal justice, social work or other relevant field;

Experience: Three (3) years of relevant experience, including one (1) year of direct supervisory experience;

OR: Four (4) year degree in criminal justice, social work or other relevant field with five (5) years of related experience, including one (1) year of direct supervisory experience; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations.