



CLASS SPECIFICATION FOR:

Community Corrections Unit Supervisor

General Statement of Duties:

Manages and directs the activities and staff of an assigned unit within the Community Corrections Department (pretrial, probationary or adult drug treatment); performs highly responsible professional work involving the planning, development, management, evaluation and implementation of pretrial, probation or Adult Drug Court services and oversees program operations in accordance with State standards; performs related work as assigned.

Distinguishing Features of Class:

An employee in this class performs supervisory duties, manages the day-to-day operations of the assigned unit's programs and services, and performs related programmatic responsibilities. Responsibilities include ensuring the unit's programs and services are compliant with applicable local, state and federal requirements as well as applicable funding and regulatory agencies' requirements; prepares and submits related reporting; serving as program liaison to relevant judicial personnel and community resources; reviewing and revising policies and procedures as necessary to ensure effectiveness of programs and services, efficiency of assigned staff, and compliance with all regulatory requirements; supervising assigned staff, participants, interns and volunteers as assigned; and serving as key resource for information, training and presentations for County staff and agencies, other agencies or jurisdictions, and key judicial system stakeholders including Judges, Commonwealth's Attorneys, Police, and the Community Criminal Justice Board, Drug Court Advisory Committee, and diverse stakeholders Countywide. Demonstrates comprehensive knowledge of the mission, responsibilities, policies and directives of the department. Work or program environment may be volatile and/or demanding, requiring a degree of restraint and self-confidence, diplomacy, superior customer service and tact on the incumbent's part. Informed, sound judgment is necessary, as is considerable discretion, for errors in judgment could have legal, financial and/or public safety implications for the Department and County. Work is performed with considerable independence and initiative, subject to general administrative direction and policy guidance from the Director of Community Corrections.

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

- Responsible for the daily operation of the unit, to include its staffing, work scheduling, reporting activities, and for overseeing the design, implementation or adaptation of a program and its services;
- Supervises assigned staff as well as assigned participants, interns, and volunteers;
- Interviews, selects, trains, coaches and develops, supervises and evaluates assigned staff;
- Arranges team building activities designed to promote and encourage team members, remains watchful and informed on formation of the team;
- Coordinates all areas of program management for the assigned unit to include program operation and fiscal controls;
- If assigned to manage the Adult Drug Court Unit, monitors the disbursement of program funds, and procures additional funds for the Adult Drug Court as available;
- Develops, prepares, submits and/or presents all data metrics and reports as required or as requested;
- Maintains statistical and narrative records of division/unit activities and prepares regular and special reports;
- Ensures the existence and accuracy of reports and documentation as required by the many government and non-governmental sources relevant to the assigned unit's services, policies and procedures;
- Reviews reports and addresses related issues or problems as necessary;
- Recognizes trends in unit operations, programs and services, performs related analysis, engages in strategic planning, and makes recommendations for improvement and enhanced performance, efficiencies and outcomes;
- Maintains a current thorough knowledge of industry best practices as well as all local, state and other guidelines to ensure continual alignment of Department's and unit's operations, policies and procedures accordingly;
- Routinely serves as liaison for the Department/unit and as key resource for high-level government officials, court officials, police and corrections officials, media, civic and community groups and citizens, includes giving presentations;
- Drafts, monitors, and evaluates the effectiveness of procedures, policies, class specifications, rules and regulations, and programs and recommends and implements changes as needed;
- Participates in regular administrative meetings and conducts regular staff meetings;
- May be assigned special projects with responsibility for project development, implementation and resources;
- Participates in the development of projects where outside service providers are retained, assists with establishing criteria for their selection, developing Memorandum of Understanding (MOU), evaluating proposals, and monitoring provider compliance with terms of MOU;
- Assists with researching and identifying grant opportunities, preparation and submission of grant applications, and monitoring and reporting as required by awarded grants;



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- May serve as Department Director during Director's absence;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the structure and operation of the Commonwealth of Virginia's judicial system for assigned unit which may include pretrial, probationary or adult drug treatment programs and services specific to area of assignment; considerable knowledge of the underlying local and state laws and policies governing assigned program area (pretrial, probationary or adult drug treatment; knowledge of casework principles and practices as they relate to the work and goals of a community corrections program; if assigned to the Adult Drug Treatment Unit requires considerable knowledge of substance abuse services which includes clinical screening assessments, diagnosis, treatment planning and services, case management planning and services and program implementation and development and considerable knowledge of casework principles and practices as they relate to the work and goals of a Drug Treatment Court program; good knowledge of human behavior and substance abuse theory and treatment; knowledge of the criminal justice system and of current socioeconomic trends and problems; ability to make and implement case decisions; ability to secure the cooperation of and to deal firmly with clients in the progression of supervision agreements; ability to solve problems in response to a variety of system and program operation and management issues, including in high stress situations; ability to accurately and consistently interpret and apply complex laws, regulations and policies; ability to lead, manage and partner effectively; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems; strong oral and written communication skills to communicate effectively with a diverse audience of stakeholders; 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 and other governmental officials and representatives, community and civic leaders, program participants, volunteers and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; good supervisory skills including good training skills and the ability to effectively manage workloads, competing priorities and/or projects and to foster and maintain high morale and engagement; ability to systematically compile data and provide detailed program and financial reports; skill in budget development and writing grants to plan for future growth; skill in preparing ongoing progress and financial grant reports; strong computer skills with ability to use computer and typical business software, proprietary software, applications for databases specific to the department; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; discretion; and courtesy. Must be able to positively and appropriately represent the department and County at the local, state and federal levels. Requires ability to work a flexible schedule with the ability to travel as needed to perform assigned duties.

Minimum Education and Experience:

- Education: Four (4) year degree in relevant human services, social work or criminal justice field related to the assigned unit, programs and services;
- Experience: Three (3) years of professional experience in community corrections, criminal justice or social work setting related to the assigned unit, programs and services with one (1) year of previous 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.

- May require valid driver's license to support assigned unit's service and program activities at various locations
- Successfully completes NIMS ICS 700 and all other mandatory NIMS ICS training required for the current job classification
- Additional NIMS ICS Requirements: 100 and 200