



Internal & External Posting  
\*Pending Council Approval\*

## VACANCY NOTICE

**\*Interested applicants must submit the following materials to Donna Cook at [dcook@co.shelby.in.us](mailto:dcook@co.shelby.in.us) in order to be considered for this position:**

- 1. Letter of Interest**
- 2. Current Resume**
- 3. (3) Letters of professional reference**

**DATE:** March 6<sup>th</sup>, 2020

**POSITION:** Executive Director of Community Corrections

**LOCATION:** 10 W. Polk Street Shelbyville, IN 46176

**HOURS:** Monday through Friday, 8am to 4pm and as needed

**DUTIES:** See job description below

**REQUIREMENTS:** See job description below

**PAY RATE/Exempt:** \$58,939 minimum - \$62,475 maximum – Annually (Jan-Dec)  
*Commensurate with education and experience*

**BENEFITS:** Medical, Prescription, Health Savings Account, Dental, Vision, Basic Life, and Perf retirement are available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, and paid Holidays available per county handbook.

**POSITION BEGINS:** May 2020 – *To be determined*

**APPLICATION DEADLINE:** **All of the above materials must be received by Friday, April 10<sup>th</sup>, 2020.**

*All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of interview. Equal Opportunity Employer*

### **TENTATIVE TIMELINE:**

**3/06/20 through 4/10/20 – Resume/materials may be submitted to HR**  
**4/13/20 through 4/24/20 – Interviews will be conducted by Advisory Committee**  
**4/27/20 thru 5/1/20 – Recommendation to Advisory Board**  
**5/4/20 – Recommendation to Board of Commissioners**  
**May 2020 exact start date to be determined**

**JOB DESCRIPTION IS ON NEXT PAGE**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION:** Executive Director  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** 8:00am - 4:00pm, M-F and as needed  
**JOB CATEGORY:** SO  
**DATE WRITTEN:** March 2000 **STATUS:** Full-time  
**DATE REVISED:** March 2020 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Executive Director for Shelby County Community Corrections, responsible for supervising and directing operations and personnel, administering, developing, funding, and maintaining departmental purpose and programs, and is appointed by the SCCC Advisory Board and approved by the Commissioner's.

**ESSENTIAL DUTIES:**

Develops, implements and administers programs for community correction objectives.

Communicates with advisory board members, local leaders, the public and consultants.  
Compiles and analyzes data.

Supervises and directs department personnel, including interviewing applicants, hiring, delegating work assignments, evaluating performance, providing training and corrective instruction, and terminating as needed. Enforces various employment policies per handbook and as mandated by law.

Measures relevant processes and practices by ensuring that staff members who give direct service are delivering it with techniques that are true to the Evidence Based Practices Model through proper training, adherence to fidelity principles, and vendor partnering. This is done through audits, staff evaluations, and training records.

Periodically negotiates and executes vendor contracts.

Ensures department personnel receive information and training regarding county policies, including prevention of discrimination and harassment, and safety/health policies and precautions.

Prepares and presents reports, at least quarterly, at the community corrections advisory board meetings. Attends other meetings as required such as Council and Board of Commissioners. Makes presentations and recommendations on matters pertaining to the department and various programs.

Prepares, submits and justifies annual department budget and administers upon approval, including authorizing payroll and other expenditures, recommending charges for department activities, and overseeing maintenance of detailed accounting records and preparation of reports as required. Prepares and processes claims through budgeted and non-reverting accounts.

Researches and obtains funding available through grant programs, and compiles and prepares grant funding reports and evaluations for Federal, State, Local and private grants.

Reviews and approves proposed grant applications for all corrections programs submitted by various staff personnel. Compares such grants and budgets with previous financial allocations for such programs and activities.

Monitors and maintains written inventory of equipment and supplies, including preparing bid specifications for large purchases, obtaining prices/quotes, and recommending repairs, replacements and purchases, and updating inventory quarterly.

Serves as department spokesperson and liaison with various agencies. Other county departments, news media, Advisory Board, and the public. Represents department on various boards/committees and makes public speaking presentations as requested or needed.

Acts as liaison with courts, probation, law enforcement, and other agencies for the purposes of enhancing departmental operations.

Maintains a highly effective working relationship with all agencies in the community with an interest in managing the behavior of adult offenders, including but not limited to criminal justice, educational, faith-based, mental health, social service, or vocational training providers.

Maintains current knowledge of Community Corrections trends, practices, and developments by periodically attending training seminars and reading professional publications and legislative updates.

Serves on call 24-hours a day 7-days a week for emergencies.

Performs related and/or other duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Bachelor's Degree in Criminal Justice, Law Enforcement, Social Work, or a related field with a minimum of five (5) years relevant experience, including at least two (2) years of supervisory experience, or equivalent combination of education and experience.

Ability to pass required written exams and receive a negative result from drug tests.

A thorough knowledge of basic criminal justice processes, community corrections' policies and procedures, legal requirements, and the ability to ensure compliance by all program components and staff members.

A thorough knowledge of available social service providers and ability to coordinate appropriate and effective services for participants and their families.

A thorough knowledge of, and ability to follow and administer, county and agency personnel policies, including but not limited to, attendance, safety, alcohol/drug use, and personal conduct.

Ability to supervise and direct personnel, including interviewing applicants, making hiring decisions, planning/delegating work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Ability to prepare grant applications and related comprehensive plans.

Competently administer approved grant funding, ensuring compliance with record-keeping and reporting requirements.

Working knowledge of standard English grammar, spelling and punctuation.

Ability to demonstrate effective communication skills and motivational interviewing techniques, both orally and in writing, with co-workers, program participants, other internal and external county employees and departments, social service providers and related boards, committees, or agencies, other government agencies, Department of Corrections, public and private sector agencies, and the public being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand and follow written and oral directions from Advisory Board and

appropriately respond to constructive criticism.

Ability to properly use various department equipment, including computer, printer, typewriter, copier, fax machine, cellular telephone and/or pager, and other equipment within department.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to work on several tasks at the same time, often under pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work extended hours, occasionally work evening and/or weekend hours, regularly travel out of town for training, conferences, and meetings – sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally, and decisively to emergency situations.

Possession of a valid Indiana driver's license and demonstrate a safe driving record.

## **II. DIFFICULTY OF WORK**

Incumbents duties are broad in scope and impact, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing department operations, ensuring compliance with legal requirements, project specifications and safety policies and procedures.

## **III. RESPONSIBILITY:**

Incumbent performs various administrative and supervisory functions according to department goals, objectives, policies, procedures, and standard practices of the profession. Incumbent discusses with community corrections Advisory Board, Human Resources Director, Commissioner's, and Council regarding unusual and/or unprecedented situations, such as potential legal problems, budget concerns and policy questions or changes. Incumbents work is reviewed primarily by overall effectiveness of all aspects of departmental operations by SCCC Advisory Board.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, offenders, other county departments, social service providers, related boards, committees, agencies, department of corrections, other governmental agencies and the public for purposes of exchanging and explaining information, coordinating operations, supervising and directing personnel, forming policies, counseling and resolving problems.

Incumbent reports directly to Community Corrections Advisory Board.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties primarily in a standard office environment, involving hearing sounds and communication, sitting for long periods of time, standing/walking at will, lifting/carrying objects weighing less than 25 pounds, speaking clearly, and hearing sounds/communication. Incumbent occasionally works weekend hours, regularly works extended hours and evenings, and occasionally travels out of town, sometimes overnight.