

Writes reports, letters and memos.

Prepares and presents operating budget for county and state, including evaluating income and spending.

Evaluates programs and personnel and makes changes and recommends improvements with operations of the department.

Communicates with County Auditor and County Council on budgets and grants.

Performs related duties as assigned and/or required by law.

I. JOB REQUIREMENTS:

High school diploma or GED.

Must be at least 21 years of age.

Thorough knowledge and understanding of management principles, practices, methods, and techniques, and ability to integrate administrative services with various personnel within the Community Corrections system.

Thorough knowledge of and ability to make practical application of standard practices, policies, and legal requirements of programs and general operations of the Hancock County Community Corrections Program.

Thorough knowledge of bookkeeping practices and financial/accounting systems used by the County and all other regulating/auditing agencies, with ability to develop and/or revise appropriate procedures, prepare/administer budgets, and complete financial/statistical reports and documents.

Working knowledge of the criminal justice system and principles and practices of federal and state program evaluation, with ability to effectively coordinate services, assure proper completion of Department requirements, and resolve problems with procedures and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, grant applications, and detailed written reports.

Ability to plan, organize, implement, and follow through on short and long-term projects.

Ability to effectively supervise and oversee department operations.

Ability to operate standard office equipment, including computer, calculator, vehicle, copier, printer, and hand tools.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Department of Corrections, State Parole, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to develop, recommend, maintain, and implement effective programs, goals, and procedures for the Department, including reviewing or revising Department policies and determining appropriate and effective allocation of funds.

Ability to plan and coordinate activities of subordinates, influence others to act favorably, and develop and maintain cooperative working relationships with government officials and funding sources.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, analyze and evaluate data, coordinate, and make determinations based on data analyses.

Ability to work with others in a team environment and work on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to occasionally read and interpret detailed prints, sketches, layouts, specifications and maps

Ability to testify in legal proceedings/court as required.

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

Occasionally responds to emergencies on 24-hour basis.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of complicated, non-standard duties which are broad in scope and impact, and require consideration of complex variables and their interrelationships. Incumbent spends a majority of his/her time with planning, program development, and policy implementation. Legal and governmental regulations and County/internal guidelines place marginal restrictions on incumbent's latitude to make decisions.

III. RESPONSIBILITY:

Incumbent receives administrative direction from the Community Corrections Advisory Board, with purpose and desired results indicated. Incumbent makes extensive, consequential contributions to the development of Department objectives, policies and procedures, discussing unprecedented situations with Board at incumbent's discretion. Decisions and work product are reviewed primarily for attainment of objectives and effect on Department goals/objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Department of Corrections, State Parole, and the public for purposes of executing policies, maintaining constructive relationships, resolving problems, and maintaining coordination of department operations.

Incumbent reports directly to Advisory Board.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, handling/grasping/fingering objects, and driving.

Incumbent regularly works extended hours, and occasionally works evenings, and/or weekends and occasionally travels out of town for meetings/training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Director for Hancock County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

Please Forward Application and Resume to:

Greenfield Police Dept.

Chief Jeff Rasche

116 S. State St.

Greenfield, IN. 46140

Application Deadline is June 5th, 2020.