

Job description

POSITION: Director

DEPARTMENT: Community Corrections

WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F

STATUS: Full-time

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. White County provides reasonable accommodation to qualified employees 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 Director for White County Community Corrections, responsible for administering and directing Department operations and personnel.

DUTIES:

Oversees and maintains daily operations of Community Corrections programs, including periodically analyzing workload, interviewing applicants and making hiring decisions, reviewing position documentation, evaluating job performances and determining significant changes in job responsibilities, reviewing salaries and recommending promotions, transfers, or demotions, and communicating and administering personnel programs and procedures.

Initiates policy changes for Community Corrections programs with consent of advisory board, and updates policy and procedural manual, gaining advisory board approval of manual and implementing changes accordingly.

Supervises assigned staff, including providing orientation and training, planning, delegating and controlling work assignments, establishing specific work goals, maintaining discipline and recommending corrective actions as warranted. Keeps advisory board and assigned staff informed of organizational developments.

Purchases supplies, equipment, and maintains accurate records of office and field equipment.

Prepares and submits monthly, quarterly, and annual reports, including grant applications to Indiana Department of Corrections and preparing and maintaining annual budget. Records monetary transactions in State grant, Community Transition, and project income fund ledgers.

Performs and/or assists with new participant enrollment, daily field checks, and urine drug screens. Sanctions violations of Community Corrections programs and prepares correspondence for the Courts.

Serves as liaison between White County Community Corrections, Probation departments, local law enforcement agencies and government entities, including media relations and requests from groups interested in Community Corrections.

Prepares financial and program reports for presentation to advisory board as required.

Testifies in legal proceedings or court as necessary.

Serves on-call and responds to emergencies on a 24-hour basis.

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

I. JOB REQUIREMENTS:

Baccalaureate degree in Criminal Justice.

Possession of or ability to obtain and maintain required certifications/training, including Thinking for a Change, Effective Communications and Motivational Strategies, basic first aid/CPR, Field Officer training, case management, and taser training.

Must be at least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Thorough knowledge of standard practices, policies, and legal requirements of programs and general operations of Community Corrections Program, with ability to effectively administer programs, monitor clients/participants in programs and maintain compliance with regulations.

Working knowledge of bookkeeping practices and financial/accounting systems used by the County and all other regulating/auditing agencies, with ability to perform arithmetic calculations, 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 universal health precautions and blood borne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of standard English grammar, spelling and punctuation, and to prepare correspondence and detailed written reports within established deadlines.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files/records.

Ability to supervise assigned staff, including providing orientation and training, planning, delegating and controlling work assignments, establishing specific work goals, maintaining discipline and recommending corrective actions as warranted.

Ability to oversee and maintain daily operations of Community Corrections programs, including periodically analyzing workload, interviewing applicants and making hiring decisions, reviewing position documentation, evaluating job performances and determining significant changes in job responsibilities, reviewing salaries and recommending promotions, transfers, or demotions, and communicating and administering personnel programs and procedures.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.

Ability to operate standard office and Department equipment, including computer, camera, vehicle, breathalyzer, calculator, tear gas/mace, drug/narcotic kit, and stun gun.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various law enforcement, Indiana Department of Corrections, local school corporations, 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 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, compile, collate or classify data, coordinate, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work for long periods, often under time pressure.

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

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

Ability to plan and present public speaking presentations, fund raisers, or special events.

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

Ability to testify in legal proceedings or court.

Ability to serve on-call and respond to emergencies on a 24-hour basis.

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

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.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, various law enforcement, Indiana Department of Corrections, local school corporations, and the public, for purposes of exchanging information, administering operations, instructing, and resolving problems.

Incumbent reports directly to Superior Court Judge and/or Advisory Board.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, courtroom, Jail/confinement center, service counter, and/or vehicle, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, reaching, depth/color perception, close/far vision, keyboarding, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent conducts field checks on participants which may involve, working in various weather conditions, walking on uneven terrain, forcing entry into buildings, running/walking up/down flights of stairs, crawling in confined areas, climbing over obstacles, working near fumes, odors, dust and dirt, in a noisy environment, and must wear protective clothing or equipment, such as taser and radio. Safety precautions must be followed at all times to prevent injury to self or others. Incumbent is exposed to irate/difficult individuals.

Job Type: Full-time

Salary: \$50,000.00 - \$76,000.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- On call

Education:

- Bachelor's (Required)

Experience:

- Community Corrections: 1 year (Preferred)
- Accounting: 1 year (Preferred)
- Personnel Management/Leadership: 1 year (Preferred)

License/Certification:

- Driver's License (Required)

Work Location: One location