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EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Community Justice	CLASSIFICATION:	229
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E07
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Responsible for professional performance and administration of the Community Justice Department. Responsible for planning, organizing and directing the activities of the Department. Perform professional adult or juvenile corrections casework investigating and supervising misdemeanor and felony offenders and conditional release offenders.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plan, direct and review correctional programs including administration, security, and supervision programs. Formulate, administer and evaluate department policies and procedures.

Develop liaison with federal, state and municipal law enforcement agencies, correctional institutions, schools, welfare agencies, the District Attorney and courts regarding the supervision of offenders.

Address civil and community groups to explain and interpret policies and the goals of the Department.

Direct offender supervision operations. Assure compliance with the directive of the courts regarding supervision of offenders. Consult with judges, attorneys, physicians and social workers regarding the supervision of offenders.

Supervise the preparation and maintenance of complex and detailed records and reports for the correctional program.

Supervise development and maintenance of programs to provide a rehabilitative atmosphere to

offenders.

Coordinate the training program for department employees.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Directly and indirectly supervise 10-20 employees.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four year university education in business, public administration, law enforcement, social sciences, sociology, psychology or closely related field. Six years' experience as a Parole Officer within Adult Corrections or in child welfare or juvenile court work involving the counseling or maladjusted youth or juvenile parole and pre-parole investigations. Experience should include supervisory responsibility, with at least one year of supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**SPECIAL LICENSES, CERTIFICATIONS:** Possession of Law Enforcement Data System

Certification. Possession of a Parole/Probation Officer Certificate from the Department of Police Safety Standards and Training or the Oregon Juvenile Department Directors Association. Possession of a valid driver's license and an acceptable driving record.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the modern principles, methods and techniques of the supervision and treatment of adult and juvenile offenders. Thorough knowledge of applicable federal, state and local laws. Extensive knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking and physically restraining angry and hostile offenders.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Daily contact with adult and juvenile offenders; interact to diffuse offender aggression, arrest or assist with arrest; perform officer duties in both office and field setting. May be required to respond

JOB DESCRIPTION: **DIRECTOR, COMMUNITY JUSTICE**

DATE: 07/01/2012

to emergencies after hours. May require some evening and weekend work. May receive physical injuries when confronting and/or arresting offenders. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required, making home, employment and other offender contacts, often in remote areas.