



PRINCE GEORGE COUNTY, VIRGINIA

July 2019

DIRECTOR, COMMUNITY CORRECTIONS

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work directing all activities of the community corrections programs and staff; does related work as required. Work is performed under general supervision. Supervision is exercised over community corrections staff.

This is sedentary work requiring the exertion of 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and supervising community corrections services, programs and staff; coordinating program operations with departmental and court needs; directing and supervising activities; ensuring the preparation and maintenance of appropriate records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Planning, directing and supervising community corrections services, programs and staff; coordinating program operations with departmental and court needs; directing and supervising activities; ensuring the preparation and maintenance of appropriate records and files.

Provides overall direction for work activities of the local probation, drug court and pretrial services programs; ensures that programs and procedures are developed on a timely basis in accordance with state and local policies; develops effective monitoring and evaluations of all agency operations;

Supervises day to day operations of the local probation and pretrial services programs; defines work objectives; provides support and coordination of case management activities; performs needs assessment on an ongoing basis;

Provides training opportunities and supervision to department personnel; may perform the duties of the program manager as required;

Keeps abreast of state regulations; defines policies, regulations, and procedures for the agency; coordinates state standards and directives within program resources;

Writes grants; Prepares Monthly and Quarterly Reports for grants to ensure projected targets of department have been met; develops plan of action to regain compliance with projected targets, if not met; assesses and documents the lack of resources necessary to meet the projected targets of the department; directs coordination of community resources to meet the needs of clients; documents need and availability of resources;

Determines within appropriate budget, the number of personnel required to operate the agency effectively; recruits personnel and evaluates the performance of personnel;

Adjusts annual budget as required and when feasible; Monitors, reviews, and adjusts where feasible monthly and quarterly expenditures; makes transfers of funds at both state and local levels; requests additional new or re-appropriations when program regulations so require;

Serves as the Drug Court Administrator; Observes and directs the work load and activities of the Drug Court Program; monitors program expenditures, prepares annual drug court grant and completes all required reports; coordinates training for drug court team members; serves as staff to the required Drug Court Steering Committee; ; Serves as staff to the Riverside Community Criminal Justice Board; prepares by-laws, agendas, meetings for the CCJB; performs research on areas of interest and makes presentations at board meetings; coordinates activities of the Strategic Plan;

Assists with recruiting, screening, and selecting service providers;

Completes annual and statistical reports; provides reports to Board of Supervisors, City Council, Judicial Members, and Community Criminal Justice Board Members; serves as staff to the Riverside CCJB;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the Department of Criminal Justice Standards and Guidelines, Community Correction and Pretrial Services policies and procedures, Code of Virginia laws and ordinances, District and Circuit Courts, and County policies and procedures; comprehensive knowledge of the principles, concepts, and methodologies of the human services and/or law enforcement field, including the ability to plan, organize, direct, and evaluate the work of others; comprehensive knowledge of the criminal justice system and community correctional programs sufficient to make decisions consistent with guidelines; comprehensive knowledge of treatment and criminal justice theory and practices in order to meet the needs of the program and community; ability to make decisions and interpretations in accordance with established rules, policies, and procedures; ability to plan and supervise the work of subordinates; ability to communicate effectively orally and in writing; ability to analyze financial data sufficient to develop and monitor budgets; ability to establish and maintain effective working relationships with associates, clients and the general public.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in criminal justice or related field from an accredited college or university preferred, supplemented by five years of experience in the criminal justice field, including considerable supervisory experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Completion of DCJS Basic Skills. Possession of VCIN certification within 6 months from the date of hire.