



PRINCE GEORGE COUNTY, VIRGINIA

July 2019

MANAGER IV, COMMUNITY CORRECTIONS PROGRAM MANAGEMENT

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult administrative and professional work directing activities of the community corrections programs and staff; the incumbent provides for public safety while also providing for the rehabilitative needs of offenders and defendants as an alternative to incarceration. The incumbent supervises local probation and pretrial services staff and assists in a variety of administrative and analytical duties as required. Work is performed under general supervision of the Director. Supervision is exercised over professional and clerical staff related to the program area.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, 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 not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, directs and supervises community corrections services and programs; supervises daily operations of the local probation and pretrial services programs; conducts ongoing review of programs and reports information to Director; oversees the recruitment, training, and supervision of all staff, interns and volunteers;

(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.)

Provides direct supervision to staff; provides appropriate training opportunities to department personnel; defines work objectives; prepares employee evaluations, and recommends personnel actions when appropriate;

Adapts, implements and coordinates agency functions to ensure best practices;

Provides support and coordination of case management activities; advises staff members on case handling instructions and inter office affairs; conducts case revisions; ensures a timely flow of case information and correspondence; performs the duties of the probation/pretrial officers as required;

Supervises preparation and maintenance of records and reports; submits reports to state and local agencies as required;

Keeps abreast of state regulations; assists in defining policies, regulations, and procedures for the agency; develops and maintains standard operating policies and procedures; completes periodic case file reviews; ensures program adherence to stated goals and objectives;

Coordinates program operations with departmental resources and identified needs; Refers clients to other agencies or facilities and maintains liaison with service providers to coordinate evaluations;

Maintains on-going rapport with court agencies; Recommends dispositions of cases to the courts; serves as a liaison between the courts, judges, and programs;

Ensures the preparation and maintenance of appropriate case records and files; ensures documentation and confidentiality of all client activity;

Monitors budget and works within the budgetary guidelines;

Provides the director with written and oral reports regarding program statistics and data; assists in the completion of monthly and quarterly reports; and prepares periodic reports for the Community Criminal Justice Board;

Attends various meetings and functions whenever needed; may be delegated the authority to act on the behalf of the director in his/her absence;

Enters documentation and provides oversight of case work in statewide database, checks jail rosters and court databases as needed;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs other assigned duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the Department of Criminal Justice Standards and Guidelines, Local Probation and Pretrial Services State Standards, Code of Virginia laws and ordinances, District and Circuit Courts, and County Policies and Procedures; comprehensive knowledge of the criminal justice system and community correctional programs; comprehensive knowledge of treatment and criminal justice theory and practices in order to meet the needs of the program and community; 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 subordinate staff; knowledge of personnel management practices and procedures sufficient to comply with

federal, state, and local laws; ability to maintain a high degree of confidentiality in the areas of clinical, financial, personnel, and administrative information; 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.

EDUCATION AND EXPERIENCE:

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

SPECIAL REQUIREMENTS:

Must have an acceptable criminal history background, and completion of DCJS Basic Skills. Possession of VCIN certification within 6 months from date of hire. Must pass DMV record check.