

POSITION VACANCY

APPLICATIONS WILL BE ACCEPTED BEGINNING

OCTOBER 30, 2024 AND ACCEPTED UNTIL POSITION IS FILLED.

JOB TITLE: Community Corrections Director, #10102

Date Posted: October 30, 2024
Department: Community Corrections
Hours: Exempt/Special Occupation
Salary: \$48,157 - \$85,000+ Salary in accordance with the Wayne County Probation Officer Salary Scale and Years of Experience

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. Wayne 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 the Community Corrections Department, responsible for supervising personnel and operations of the community corrections program.

DUTIES:

Supervises daily operations and personnel of the department, including interviewing job candidates and making hiring decisions, delegating work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Serves as department liaison to other departments, agencies, and the public, including maintaining communication with courts, law enforcement agencies, Community Corrections Advisory Board, probation officers, and attending required meetings.

Investigates and screens potential program referrals. Ensures appropriate job placement of program participants, reviewing participant information and matching skills and limitations with work opportunities.

Records and maintains program participant involvement history and data, informing courts and probation of participants' program violations.

Prepares department reports as required by county or state, including compiling statistics and information, and writing report text. Prepares quarterly reports for Community Corrections Advisory Board.

Administers department budget, including monitoring expenditures, authorizing purchases, and monitoring grants. Ensures department compliance with county and State Board of Accounts financial reporting guidelines. Ensures program compliance with grant guidelines and contractual agreements.

Prepares Community Corrections grant applications and administers grant and project income user fee funds.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in related field.

Working knowledge of budget preparation and administration, and ability to perform arithmetic calculations.

Ability to supervise daily operations and personnel of the department, including interviewing job candidates and making hiring decisions, delegating work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Working knowledge of English grammar, spelling and punctuation, and ability to type with speed and accuracy.

Ability to properly operate a variety of standard office equipment, including a computer, telephone, calculator, fax machine, and printer.

Ability to effectively communicate orally and in writing with courts, co-workers, other county departments, law enforcement agencies, non-profit agencies, employers, vendors, Department of Corrections, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

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

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

Ability to work on several tasks at the same time, often under time pressure.

Ability to serve on 24-hour call for emergencies and respond swiftly and rationally.

Ability to testify in legal proceedings.

Ability to occasionally work extended hours, weekends, and evenings and travel out of town for conferences and meetings, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent administers the community corrections program in accordance with legal requirements and applicable guidelines of the Indiana Department of Corrections, exercising considerable judgment to assess and develop new programs, develop, and manage program funding, supervise, and direct program staff, and resolve problems within and relating to the program. Incumbent's work involves a wide variety of duties, often requiring careful consideration of unique situations and alternatives.

III. RESPONSIBILITY:

Incumbent ensures proper administration of department operations, including administering budget and supervising department personnel. Objectives are generally known, with highly unusual and/or sensitive situations discussed with Advisory Board. Work is reviewed for soundness of judgment, attainment of objectives, and continuing effectiveness and quality of program operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with courts, co-workers, other county departments, law enforcement agencies, non-profit agencies, employers, vendors, Department of Corrections, and the general public for purposes of explaining and interpreting policies, exchanging ideas, and supervising personnel.

Incumbent reports directly to the Community Corrections Advisory Board.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent works in a standard office environment, involving close vision, handling/grasping objects, speaking clearly, keyboarding, and lifting objects weighing under 25 pounds. Incumbent may be exposed to potentially violent and hostile program participants. Incumbent may occasionally respond to emergencies on a 24-hour basis and work extended hours, weekends, and evenings and travel out of town for conferences and meetings, sometimes overnight.

APPLY AT: Wayne County Government
Human Resource Dept.
401 E. Main Street
Richmond, IN 47374

OR ONLINE AT: www.co.wayne.in.us

WAYNE COUNTY GOVERNMENT IS AN

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