



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

**POSITION AND CANDIDATE SPECIFICATIONS**

**DIRECTOR –  
COMMUNITY SUPERVISION and  
CORRECTIONS DEPARTMENT  
(CSCD)**

**CONTACT INFORMATION**

Interested applicants should apply online at:

[www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)

**Applications will be  
accepted until July 17, 2009**

**POSTING DATE: June 23, 2009**



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**(CSCD)**

Fort Bend County is located in the Houston metropolitan area of southeast Texas and encompasses a total of 879 square miles (562,560 acres). US 59 traverses the center of the County from northeast to southwest, while US90A crosses from east to west. State Highways (SH) 6 and 36 provide important north-south routes. Neighboring counties are Austin, Brazoria, Harris, Waller and Wharton.



***Why Fort Bend?***

- Ranked Number 1 in Employment Growth in the U.S. According to the U.S. Department of Labor
- Fastest Growing County in Greater Houston—over 500,000 and counting.
- Consistently Ranked in the Top 3% of the Nation's Counties in 5 Key Demographic Measures.
- Regional Leadership in Secondary Education; Exceptionally Educated and Skilled Resident Workforce.
- A Leading Example of Successful Diversity in the Community and in the Workplace.

There is a consistent and dominant element woven throughout everything in Fort Bend County. It is the 20+ year on-going deliberate investment and strategy into Quality and Excellence. Fort Bend delivers on the promise of being a "Best Place to Live and Work."

For more than 15 years, Fort Bend has been in the top 20 counties in the United States for economic excellence and population growth.

Excellent schools, affordable housing, and extensive recreational facilities have attracted families with impressive demographic profiles. This results in a local employment base that provides relocating companies with a diverse mix of professional, technical, skilled, and unskilled labor with the highest educational attainment levels in the region.



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***Whether you are looking for:***

- A booming business environment with easy access to anywhere in Greater Houston,
- Unsurpassed quality of and variety in residential options,
- Superior schools, diverse shopping and dining options,
- Abundant recreational, cultural, and entertainment opportunities,
- A nurturing, safe place for your children to grow up in,
- Or just a place with great neighbors...

***In Fort Bend County, you can have it all.***

- Premier master-planned communities,
- Traditional small-town neighborhoods,
- Farm & ranch living,
- Short commutes to business and industrial centers.

Great people along with a thriving economy, a dynamic lifestyle, and first-class communities undeniably make Fort Bend County "Greater Houston's Finest Address."

**A Glimpse of Fort Bend County:**

- Population: 528,392
- College Educated: 39%
- Average Household Income: \$112,101
- Percent of Families: 84%

*Detailed 2008 Fort Bend County Demographics are available for your review and reference at:*

<http://www.fortbendcounty.org/documents/FortBendCounty08.pdf>



## HUMAN RESOURCES DEPARTMENT

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### **CSCD OVERVIEW**

As an extension of the Fort Bend District and County Courts, our Community Supervision and Corrections Department (CSCD) – formerly known as Adult Probation – has a responsibility to the Courts, the individual ordered to complete a term of community supervision (probation), and the community.

The stated mission of Fort Bend County's Community Supervision and Corrections Department is to *"Achieve public protection through the control, rehabilitation, and re-integration of the offender and assist victims of crime."*

The CSCD supervises both misdemeanor and felony offenders who have plead guilty or have been found guilty by a Judge or jury. As an alternative to jail or imprisonment, community supervision is designed to provide an option for sentencing courts whereby the offender is provided structured programs and an opportunity to receive educational, counseling, and/or rehabilitative services.

### **RELATIONSHIPS**

As provided by Government Code §76.002, the CSCD Director reports to the Council of Judges which is composed of the District Judges (6) and the County Court-at-Law Judges (4).

The functions of the Council of Judges are:

- Establish a Community Supervision and Corrections Department (CSCD);
- Approve the budget for CSCD;
- Approve the Community Justice Plan;
- Appoint a department director; and
- Appoint a fiscal officer.

Fort Bend County CSCD currently has a total of 87 employees including 50 Community Corrections Officers.



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### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE DIRECTOR**

- The Director of CSCD leads all aspects of the department through implementation of policies and procedures.
- Participates in planning of programs, policies or objectives for own work group and department. Monitors overall CSCD program compliance to be within state guidelines and standards of court orders.
- Participates in plan and oversee legislative and state issues.
- Prepares and monitors department budgets and financial matters. Implements and observes policy and procedure changes.
- Responsible for human resources issues, such as hiring personnel, performance evaluations and discipline of CSCD employees.
- Prepares reports to Council of Judges, state entities and other agencies.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

**NOTE:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **IDEAL EXPERIENCE**

A minimum of ten (10) years of broad and extensive experience in the field of community corrections or probation, including at least five (5) years of experience in a administrative or supervisory capacity.

Bachelor's degree from an accredited university in the area of Criminal Justice, Law Enforcement, Psychology, Sociology, or related field.

Community Corrections Officer Certification; Strategies for Case Supervision Certification.

A leader who has successfully directed or assisted in building an adult probation or community corrections system with respected and effective programs and activities.



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**SKILLS AND ABILITIES**

Extensive knowledge and experience in management, federal and state laws and program management.

Excellent computer skills with programming ability and working knowledge of spreadsheets, word-processing and databases.

Strong verbal and written communication, supervisory, management and organizational skills.

A high level of interpersonal skills to deal effectively with the public, other employees, and elected officials.

Ability to complete assigned projects in a timely manner and to prioritize own and others work.

Great strategic vision; someone who can quickly identify opportunities available to the County's platform of assets and relationships.

**COMPENSATION**

A highly competitive base salary will be paid commensurate with experience and education of the successful candidate. Amazing benefit package.

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