

# **Community Supervision and Corrections Department Job Description**

## **IDENTIFICATION:**

**POSITION:** Director

**REPORTS TO:** District and County Judges Trying Criminal Cases

**GRADE** 98 Exempt

## **JOB PURPOSE:**

Provide strategic vision and tactical direction to directors, managers and supervisors in the effective development, implementation and attainment of the mission and goals of the department by: delegating and reviewing the management of work assignments, delivery of broad and comprehensive services and resources by the department and the appropriate budgets. These activities are designed to create and provide a broad comprehensive array of public policies and functional services to the citizens of Tarrant County and Criminal Courts which include community safety, preventative and rehabilitation programs, automated systems design/implementation, public relations or media communications, legal and regulatory compliance, and providing significant departmental support for various intergovernmental or multi-jurisdictional related activities.

## **MANAGEMENT SCOPE:**

Directs departmental managers/supervisors who are responsible for completion of multiple tasks, groups and duties. Has full management authority to hire, terminate or discipline and delegate special project tasks or strategic/tactical development plans. Directly or indirectly leads a significant sized mix of managerial, clerical and professional employees, many of who are licensed or certified professionals, or who are contract/grant funded.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Directly responsible for management of employees in the department.

Performs visioning or implementation tasks at a greater level or scope of organizational responsibility, which has a greater financial, policy, or impact of actions/tasks than lower positions.

Develops and promotes services, policies and/or programs to improve the effectiveness or efficiency of the department.

Conducts management analysis or problem solving of issues affecting the department.

Assess effectiveness of service delivery methods; identify opportunities for improving service and implement improvements.

Oversees the activities of managers/supervisors in the performance of all managerial functions to plan, organize, prioritize projects/tasks, acquire/assign staff, coordinate, review

and control the department in full compliance with existing laws for achievement of both short and long term goals.

Maintains good working relationships with other agencies, county, state and federal departments and keep staff/supervisors informed of joint ventures/resources.

Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy.

Attends various committee meetings, represent the department on local/state and national boards

Oversees personnel matters which include hiring, employee evaluations, pay increases, terminations, new hire training, disciplinary actions and resolution of department employee disputes.

Directs the development and administration of the department or division's annual budget, including capital and fixed cost expenditures, monitors costs and levels of staffing, equipment, materials and supplies and monitors and approves expenditures as well as implementing cost saving programs.

Performs all other related duties as assigned.

### **QUALIFICATIONS:**

Knowledge/Experience: to qualify for this position, the following background skill levels are required/preferred.

### **Education/Experience:**

#### **Background and knowledge requirements:**

Bachelors Degree in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology or sociology.

Minimum of 10 years of related progressive managerial experience including 5 years prior related supervisory experience in a similar or/related work environment.

Must become certified within one year.

Meet and maintain CJAD training hours.

Experience in planning, organizing, directing and evaluating activities and personnel.

Expert knowledge of concepts, practices and procedures related to probation/ criminal justice.

### **NECESSARY SKILLS:**

**For this position the following skills and abilities must be demonstrated at a level of proficiency or achieved within a normal and customary time period:**

Spreadsheet and/or word processing software knowledge and appropriate utilization experience preferred, with either specialized programs or general applications such as Microsoft Office Suite.

Excellent, well developed, and articulate oral and written communication/presentation skills with ability to convey important information/concepts and positively influence other people such as coworkers or in internal/external groups or organizations.

Well advanced highly effective interpersonal, training, negotiation, conflict resolution and leadership skills.

**PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS:**

This position required the ability to perform the essential duties and responsibilities in the following physical, mental or location environments:

**Physical Activity:**

Performs the following activities on a daily basis: walking, sitting, standing, bending, stooping, grasping, lifting and reaching which are required to perform assigned duties.

**General Expectations:**

Regular attendance is essential. Requested accommodations to work hours and schedules are considered on an individual basis. Ability to work well with others.

**Environmental:**

Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves or others. May have to travel or move around county locations or beyond, being exposed to various changes in outside or inside climatic or office environmental conditions.

**OTHER REQUIREMENTS:**

**Independent Judgment/Autonomy:** Under broad directions, with the parameters of department policies and procedures, regulatory statutes, and state/federal laws.

**Interpersonal Skills and Contacts:**

**Internal:** Interacts with a wide range and variety of departmental directors, peers and other employees in the daily performance of duties including other agencies, and judges.

**External:** Various outside vendors/professionals, citizens, clients, parties of interest, community, state/federal agencies.

**LEVEL of DECISION MAKING/PROBLEM SOLVING:**

Anticipates, identifies, works on and resolves highly strategic and tactical problems of advanced or extraordinary complexity having a broad impact on the organization.

Analyzes and reviews data/situations having highly complex factors, or operational or budgetary impact on a significant portion of the organization, often summarized and presented by direct reports, using skills and experience as fully qualified senior executive within the department.

Utilize significant managerial latitude in exercising discretion within defined statutory or regulatory authority, policies and procedures and then determining courses of action that will have a very significant visible effect on the organization.

## **COMPETENCIES TABLE/CHART:**

**Knowledge Development** – Builds skills among subordinates by establishing standards for increasing high quality performance. Communicates frequently with direct reports to enhance their personal development. Sensitive to changing business demands and reacts accordingly.

**Business Acumen** – Knowledgeable about factors that affect the department or division and how they will impact the future.

**Motivation of Others** – creates an atmosphere that motivates employees to perform above and beyond what is required.

**Trustworthiness** – Is widely trusted in the organization. Practices ethical methods of doing business.

**Team Building** – Foster open communication and creates a team environment.

**Diversity Management** – Promotes diversity management, the department Affirmative Action Plan and relates well to all employees and members of the public regardless of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation. Treats all employees and all member of the public equitably and fairly.

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive individual positions may vary slightly in functions, job dimensions and requirements. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.