

## BOARD AND CRIMINAL JUSTICE COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs highly responsible duties assisting the Genesee County Board of Commissioners, the Courts and the Jail CORE Policy/Planning Group in planning and implementing changes in systems and facilities related to the jail; performs general administrative and liaison duties for members of the Board of Commissioners, its chairperson and committees, assuring complete and accurate dissemination of information; supervises clerical employees in the Board Office; performs related work as required.

### STATEMENT OF TASKS:

Develops information and reports relating to criminal justice systems and facilities, and recommends system changes in cooperation with the Jail CORE Policy/Planning Group;

Provides liaison between agency participants in criminal justice planning, which will consist of the County Board, the Genesee County Sheriff's Department, and numerous criminal justice agencies, and provides coordination of their efforts;

Assists participants in criminal justice planning in maintaining task orientation and progress, so that planning proceeds as scheduled;

Conducts negotiations with outside agencies, such as the Department of Corrections regarding jail compliance requirements, variances or proposed rule changes, or with potential facility providers regarding terms for obtaining alternative programs and/or facilities;

Reviews possible funding for criminal justice planning, facility development, and prepares proposals for such funding;

Develops programs and releases to assist appropriate officials in maintaining public information regarding the jail and criminal justice planning;

Makes arrangements for, and attends, Jail CORE Policy/Planning Group meetings and criminal justice "system wide" meetings;

Assists the Board in retaining part-time consultants, such as the National Institute of Corrections, as part of planning and implementation efforts, and provides information assistance and close liaison with them;

Schedules all committee meetings of the Board of Commissioners, subject to the request of Committee Chairpersons;

Oversees preparation of agendas and minutes of committee meetings and distribution of same;

Oversees preparation of Board related correspondence and laudatory resolutions;

Oversees referrals from committees and screens, appraises and refers all communications to the Chairperson of the Board and/or the appropriate committee chairperson;

Prepares press releases at the direction of the Board of Commissioners;

Makes travel and housing arrangements for conferences and special meetings for all members of the Board of Commissioners;

Represents the Board of Commissioners with local, state and federal governmental units on issues affecting Genesee County, and works on other intergovernmental relations matters as directed.

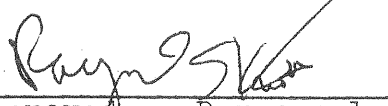
The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

MINIMUM QUALIFICATIONS:

Bachelor's degree and three (3) years experience in Planning, Criminal Justice, Community Organization or Public Administration, one (1) year of which must be in a supervisory capacity.

December 16, 1984

Date Implemented

  
Approved: Personnel  
Director