

Director Community Corrections

GENERAL STATEMENT OF DUTIES: Performs professional administrative duties involving coordinating and planning with various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB); assists in the development of comprehensive corrections plans, provides administrative support to the CCAB; assist the Genesee County Board of Commissioners, County Departments and the Courts with criminal justice planning and analysis of criminal system data and issues; serves at the pleasure of and is appointed by the Genesee County Board of Commissioners; performs related duties as required.

STATEMENT OF TASKS:

Provides direct staff support to the local CCAB;
Directs, oversees and participates in the development of the Comprehensive Corrections Plan and Prisoner Reentry Plan and Application;
Monitors and coordinates the implementation of Plan recommendations;
Coordinates criminal justice planning with various agencies, including assisting in the development of goals and objectives for each agency;
Advises program participants in the development of policies and procedures for the management of the inmate population;
Prepares program budget and grant applications.
Assists the Genesee County Board of Commissioners, County Departments and the Courts with criminal justice planning and analysis of criminal system data and issues.

The statement of tasks 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.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of the criminal justice system;
Thorough knowledge of data collection and automated information systems and the ability to utilize this knowledge within the criminal justice field;
Ability to monitor and evaluate programs in the criminal justice field;
Ability to display resourcefulness and initiative in addressing and solving difficult administrative and operations problems;
Ability to develop and maintain good interpersonal relationships with County officials, board members, management staff and other groups and individuals;
Ability to implement and evaluate plans and programs;
Ability to understand and stay abreast of legislative or other proposed changes having an effect on the criminal justice system;
Ability to develop long term and intermediate strategic plans.

MINIMUM QUALIFICATION:

Bachelor's degree in Public Administration, Business Administration or Criminal Justice or directly related field.

AND

Two (2) years of experience in a position which requires demonstrated ability in analyzing criminal justice system data and issues; preparing comprehensive criminal justice plans and grant applications; monitoring grant budgets; evaluating and monitoring programs in criminal justice.



Human Resources Director

Established: November 18, 1992
Revised: October 19, 2015