

Manager - Community Corrections**GENERAL SUMMARY**

Primary function of the job is to supervise and coordinate the Community Corrections Program within the Circuit Court and District Court, including overseeing the work of community corrections officers. Incumbents are also responsible for writing grants, assessing offenders, and creating programs for rehabilitation.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Supervises Community Corrections staff, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the court's objectives.
- Provides direct case management for Circuit Court offenders, as well as case management supervision for the department.
- Researches, writes, and manages grants, including monitoring grant expenditures and preparing grant reports.
- Coordinates applicable contracts, which includes preparing RFPs, recommending, and participating in the selection of vendors, monitoring contract compliance, and monitoring applicable payments.
- Plans, organizes, and implements community programs as to alternatives to jail and prison.
- Prepares and monitors program budgets and identifies and reports potential financial overruns and variances at an early stage.
- Participates in judicial functions for applicable courts, including detaining clients, determining compliance or failure with program components, participating in court proceedings, and testifying in court.
- Administers assigned corrections and law enforcement functions, including coordinating the authorized release of prisoners/inmates from correctional facilities, scheduling the transfer of prisoners/inmates to and from correctional facilities, transferring prisoners to and from jail to treatment facilities or home, and accessing correctional files and booking records.
- Processes, compiles, research, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures
- Participates in and collaborates with a variety of committees, professional associations, boards, and/or other related groups.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in criminal justice, law enforcement or a related human services field
- Four to six years directly related experience.

CERTIFICATIONS, LICENSES

- Must possess and maintain a valid Michigan Operators License and personal auto insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to the loss of life or major harm or life impairment.

Compared to Community Corrections Officer, supervises department staff

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Specialized knowledge of District and Circuit Court statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Knowledge of generally accepted accounting and bookkeeping principles
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections, and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently