

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Executive Director
DEPARTMENT: Community Corrections Center
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: U (Unclassified)

DATE WRITTEN: May 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Executive Director for the LaPorte County Community Corrections Center, responsible for administering and directing daily operations and personnel of the Community Corrections Center and overseeing all components of the Community Corrections Program.

DUTIES

Oversees the performance of all components of the Community Corrections program, developing and implementing program goals and objectives for each of the Center's programs, assessing program effectiveness, and supervising the preparation and accumulation of program reports and data collection.

Develops and executes administrative procedures and directions of the Advisory Board for efficient operation of the Community Corrections Center and its programs.

Implements and enforces all policies and procedures as adopted by the Advisory Board. Participates in regularly scheduled Board meetings, assists Board President in setting the agenda, and submits various reports to Board as required.

Coordinates with the Advisory Board and County Commissioners to develop short and long-term planning and funding goals, assesses needs in the County for new programs and strategies, and modifies and/or expands current programming in response to client, community or funding source needs.

Coordinates research, development, and preparation of grant applications and proposals for program funding, submits application to various funding sources, and administers grants upon approval.

Oversees and implements fiscal, program and operational guidelines required by the Community Corrections Program, Advisory Board, LaPorte County Board of Commissioners, State of Indiana and all other funding sources.

Completes and submits required reports to the State of Indiana in a timely manner.

Supervises and directs department personnel, including administering personnel programs and procedures, providing orientation and training, planning/delegating work assignments, establishing goals, maintaining discipline and recommending corrective actions/termination as warranted. Periodically, updates staff of organizational developments, analyzes human resource needs and recommends increases/decreases in staff, completes and oversees staff performance evaluations, reviews position responsibilities and salaries, and recruits, interviews and hires job candidates.

Formulates personnel policies and procedures in line with the County Employee Policy and Community Corrections grant, and establishes work rules that govern conditions of employment with LaPorte County Community Corrections.

Conducts staff meetings as required.

Provides technical assistance to groups developing work release, home detention or community service programs.

Represents the LaPorte County Community Corrections Program to community groups, funding sources, contracting agencies, referral sources and professional sources. Makes public presentations as requested.

Testifies in legal proceedings/court as necessary.

Serves on-call and responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Business Administration, Management or related field or Associate Degree and at least five (5) years experience in Criminal Justice field.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, CPR, first aid, and biohazard training.

Thorough knowledge and understanding of management principles, practices, methods, and techniques with ability to integrate administrative services with various personnel within the Community Corrections Center.

Thorough knowledge of standard practices, policies, and legal requirements of programs and general operations of the LaPorte County Community Corrections Program, with ability to effectively administer programs and supervise department personnel accordingly.

Knowledge of basic bookkeeping practices and financial/accounting systems used by LaPorte County

and all other regulating/auditing agencies, with ability to develop and/or revise appropriate procedures, prepare/administer budgets, and accurately complete financial/statistical reports and documents as required.

Knowledge of computer software programs used by the department, with ability to troubleshoot problems/inquiries within the department.

Working knowledge of the criminal justice system and principles and practices of federal and state program evaluation, with ability to effectively coordinate services, assure proper completion of department requirements, and resolve problems with procedures and operations accordingly.

Working knowledge of standard English grammar, spelling and punctuation, and ability to plan and present public speaking engagements and prepare detailed written reports as required.

Ability to plan, organize, implement, and follow through on short and long-term projects.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, cell phone, copier, and fax machine.

Ability to effectively communicate orally and in writing with professional and non-professional co-workers, other County departments, Courts, Probation, Department of Corrections, Sheriff, County Commissioners, Advisory Board, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to develop, recommend, maintain, and implement effective programs, goals, and procedures for the department, including reviewing or revising department policies and determining appropriate and effective allocation of funds.

Ability to plan and coordinate activities of subordinates, influence others to act favorably, and develop and maintain cooperative working relationships with high-level government officials and funding sources.

Ability to understand, memorize, retain and carry out oral and written instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work unsupervised and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to regularly work extended and/or evening hours and occasionally work weekends. Ability to travel out of town for meetings/conferences, sometimes overnight.

Ability to testify in legal proceedings/court as required.

Ability to serve on-call and respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs extremely complicated/non-standard duties, spending the majority of his/her time with long-range and short-term planning, program development, and policy implementation. Legal and governmental regulations and County/internal guidelines place considerable restrictions on incumbent's latitude to make decisions.

III. RESPONSIBILITY:

Incumbent receives administrative direction from the Community Corrections Advisory Board, with purpose and desired results indicated. Incumbent makes extensive, consequential contributions to the development of department objectives, policies and procedures, discussing unprecedented situations with supervisor at incumbent's discretion. Decisions and work product are reviewed primarily for adherence to guidelines and compliance with precedent and legal requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with professional and non-professional co-workers, other County departments, Courts, Probation, Department of Corrections, Sheriff, County Commissioners, Advisory Board, and the general public for purposes of exchanging information, administering operations, explaining/interpreting policies and procedures, and resolving problems.

Incumbent reports directly to the Advisory Board President.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, keyboarding, close/far vision, color perception, driving, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains considerable contact with detainees and may be exposed to hostile/irate individuals and/or physical violence.

Incumbent occasionally works weekends and regularly works extended/evening hours and travels out of town for meetings/conferences, sometimes overnight. Incumbent serves on-call and responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Director for the LaPorte County Community

Corrections Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name