



## **Community Justice Director**

**Class code:** 01108

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 19

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### **I. Position Summary**

Plans, organizes, and directs all aspects of the delivery of community corrections and juvenile services.

### **II. Supervision Exercised**

Acts as a supervisor to various classifications.

### **III. Examples of Essential Position Duties**

- Directs department operations to achieve goals within budgeted funds and available personnel. Plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides managerial leadership and directs the selection, supervision, and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands. Participates in labor negotiations.
- Establishes policies, procedures, work rules, and performance standards to assure efficient and effective juvenile and correctional services and programs in compliance with County standards and federal, state, and local laws.
- Monitors fiscal operations of the department, prepares and administers the budget based on staffing and resource requirements, cost estimates, and County objectives and goals. Approves, monitors, and documents expenditures assuring compliance with approved budget and staffing levels.
- Develops short and long-range plans, goals, and objectives for activities in the Community Justice Department; develops service and program work plans; coordinates department programs with other departments and governmental agencies.
- Analyzes and recommends improvements to existing services and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.
- Oversees the operation of the juvenile and adult facilities; ensures that the facilities provide safe, efficient physical surroundings and that physical plant is maintained.
- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

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### **IV. Knowledge, Skills and Abilities**

- Knowledge of practices, principles, and procedures of adult and juvenile justice and correctional systems, programs, and services.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of public contract procedures and practices and contract negotiation.
- Knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

#### **Education and Experience**

- Bachelor's degree in behavioral or social sciences, public administration, criminology, psychology, law enforcement or related field; Master's degree preferred AND seven years of executive, professional level experience in corrections.

#### **Licenses, Certificates and Other**

Valid Oregon State Driver's License with an acceptable driving record. Basic Certification as a Parole and Probation Officer from the Department of Public Safety Standards and Training (DPSST) within eighteen months of appointment and ability to comply with DPSST certification requirements for the position.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Occasionally required to subdue resistive minors and adults. Requires driving and travel.

#### **Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

**VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 3/16