

LANCASTER COUNTY
COMMUNITY CORRECTIONS DIRECTOR

NATURE OF WORK

This is highly responsible professional and administrative work planning, coordinating, supervising and evaluating the activities of the Lancaster County Alternatives to Incarceration Program.

Work involves responsibility for supervising subordinates program staff and contractors engaged in various program activities; reviewing, evaluating and developing short and long range alternatives client programs; preparing and administering the departmental budget and monitoring budgetary expenditures; supervising and analyzing the collection, tabulation and analysis of related statistics to aid in the solution of location needs surrounding alternatives to incarceration; and acting as the primary liaison for Lancaster County Client Resource Center for the purpose of providing information about the Center's operation, services, and financial operations. Supervision is received from the County Board of Commissioners with work reviewed in the form of reports, conferences and demonstrated effectiveness of client success with the community. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Supervise subordinate staff and contractors engaged in various program activities in support of the mission of the alternatives program; and, coordinate associated client programs held both at The Client Resources Center and other program sites.

Review, evaluate and develop goals, policies and procedures governing alternative client programs; ensure work and treatment environments are safe and supportive; assist in reviewing evaluating and developing goals, policies and procedures for collaborative community projects involving community agencies and City/County departments.

Supervise the collection, tabulation and analysis of alternative program statistics and related data utilized in evaluating alternative program issues and concerns; work with community programs to promote the treatment of correctional related needs within the community; develop strategies to reduce recidivism and relapse for program clients.

Oversee the preparation of the Alternatives to Incarceration administrative and program budgets; approve and monitor all budgetary expenditures.

Develop and coordinate program activities with the Alternatives to Incarceration Advisory Committee; evaluate programs and activities to ensure continued progress and goal attainment.

Act as program Liaison to the Courts, Corrections Community, Program Advisory Committee, County Board of Commissioners, community organization and the general public.

Provide information about the Lancaster County Alternatives to Incarceration Client Resources Center, programs, services and budgetary operations.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of correctional client alternatives planning, organization and administration as they apply to the operation of a countywide alternatives to incarceration program.

Extensive knowledge of the sociological, behavioral, and cultural factors influencing the behavior and attitudes of correctional clients.

Thorough knowledge of correctional institution management practices including the care, custody and welfare of offenders.

Thorough knowledge of correctional program accreditation associated professional standards and administration techniques necessary to maintain appropriate operations.

Ability to make professional and administrative decisions within the framework of County rules and polices

Ability to plan, assign and evaluate the work of subordinate professional staff, support staff and contractors engaged in various client programs.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with governmental officials, community agency representatives, co-workers, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration, psychology, sociology or related field supplemented by a Masters Degree in business administration, social work, treatment profession or related field, along with experience in administering a community or public oriented program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, psychology, sociology or related field supplemented by a Masters Degree in business administration, social work, human services administration or related field and considerable experience in the supervision and administration of a treatment program or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
County Board Chair

Personnel Director

11/2005