

## 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 Department of Community Corrections.

Work involves responsibility for supervising subordinate program staff engaged in various program activities; reviewing, evaluating and developing short and long range alternative 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 local needs surrounding alternatives to incarceration; monitoring statutory and system changes; and acting as the primary liaison for Lancaster County Community Corrections for the purpose of providing information about the Department's operation, services, and financial operations. Supervision is exercised over subordinate departmental staff. Supervision is received from the County Board of Commissioners with work reviewed in the form of reports, conferences and demonstrated effectiveness of client success within the community.

### EXAMPLES OF WORK PERFORMED

Supervise subordinate staff engaged in various program activities in support of the mission of the department programs.

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

Oversee the collection, tabulation and analysis of alternative program statistics and related data utilized in evaluating alternative program issues and concerns.

Oversee the development of behavioral health 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 Community Corrections administrative and program budgets; approve and monitor all budgetary expenditures.

Plan, develop and coordinate program activities; 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 organizations and the general public.

Provide information about the Lancaster County Community Corrections programs, services and budgetary operations. Actively pursue grant funding opportunities to enhance and expand programming options; monitor all grant funded projects for expenditure and reporting compliance.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

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

Extensive knowledge of the functions and services of community organizations and related human services.

Extensive knowledge of the principles and practices of correctional client alternatives planning, organization and administration as they apply to the operation of a county-wide Community Corrections Program.

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

Ability to plan, assign and evaluate the work of subordinate professional staff, support staff 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.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business or public administration, psychology, sociology, criminal justice or related field and five years of experience in supervision and administration of a treatment program or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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