

LANCASTER COUNTY  
ASSISTANT DIRECTOR OF COMMUNITY CORRECTIONS

NATURE OF WORK

This is highly responsible professional and administrative work assisting with planning, coordinating and supervising the activities of the Lancaster County Department of Community Corrections.

Work involves responsibility for supervising subordinate program staff engaged in various program activities; assisting the department director in reviewing, evaluating and developing short and long range alternative client programs; assisting with preparation of 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; and acting as the secondary liaison for Lancaster County Community Corrections for the purpose of providing information about the Department's operation, services and financial operations in the absence of the department director. Supervision is exercised over subordinate departmental staff. Supervision is received from the Community Corrections Director with work reviewed in the form of reports, conferences and demonstrated program efficiencies and effectiveness.

EXAMPLES OF WORK PERFORMED

Supervise subordinate staff engaged in various program activities in support of the mission of the department programs; provide program coverage for subordinate supervisory staff in their absence.

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

Assist in 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.

Assist in the preparation of the Community Corrections administrative and program budgets; approve and monitor all budgetary expenditures in the absence of the agency director.

Assist with the planning, development and coordination of alternatives to incarceration; evaluate programs and activities to ensure continued progress and goal attainment.

Provide information about the Lancaster County Community Corrections programs and services.

Assist with pursuing grant funding opportunities to enhance and expand programming options; assist with monitoring 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.

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

Considerable 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.

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 two 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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