

## **Wells County Community Corrections**

### **EXECUTIVE DIRECTOR**

#### **Job Description**

The Executive Director is a professional and administrative position responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB). Here in after referred to as CCAB. This position will also assist in the development of goals and objectives for each agency, and provide assistance in optimizing services and promoting efficiency and cooperation between the criminal justice agencies. This position is responsible for the administration of programs which are a part of a Comprehensive Community Corrections Strategic Plan.

#### **Supervision Received**

This position is appointed by the CCAB and ratified by the Board of Commissioner and works under the general direction of the CCAB. This position provides administrative services for the CCAB. The Executive Director may be required to work evenings, weekends, and holidays while conducting community corrections business or to assist other law enforcement agencies in major emergencies; may be required to assist on civil or criminal cases being tried in other counties due to changes in venue; may be exposed to hazardous or stressful situations while completing assignments. The officer will be required to regularly carry their cell phone and be "on call to ensure coverage for security. Further training to maintain and obtain additional skills may be required to maintain and be current to carry out all duties as assigned.

**Function** *(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).*

The Community Corrections Executive Director may perform the following tasks:

- Provides direct staff services to the Community Corrections Advisory Board hereafter referred to as CCAB) and Wells Community Corrections.
- Directs, oversees, and participates, under the general direction of the CCAB, in the development of the comprehensive Community Corrections Strategic Plan, which requires the compilation and analysis of local data from arrests to probation as specified by the community corrections grant for funds from the Indiana Department of Correction, Division of Community Corrections.
- Monitors and coordinates the implementation of the Comprehensive Community
- Corrections Strategic Plan, including the management of a criminal justice data collection system established in Wells County and responses for reporting to other internal/external entities.
- Coordinates criminal justice planning among the various county agencies, including assisting in the development of goals and objectives for the coalition of the Indiana Association of Community Corrections Counties.
- Assists in the development of future policy plans and procedures for inmate population management and probation referrals.
- Prepares and distributes, on a regular basis, reports, data analyses, financial analyses or other reports as required on existing county programs.
- Evaluates and monitors offender diversion programs for their impact on the criminal justice system.
- Monitors and evaluates the impact of criminal justice legislation and case law.
- Administers monitors and evaluates all programs that are part of the Comprehensive Community Corrections Strategic Plan in accordance with established application of evidence-based practice (EBP) for the operational practice for services and programs for offenders.
- Administers the Community Corrections budget, including CCAB plans and services, state grant funding, programs and referral policies.
- Performs related work as required and other responsibilities as designated by the CCAB

and Wells County Community Corrections Executive Director.

- Plans, organizes, and directs the activities of the Wells Community Corrections; directs and evaluates the work of subordinate staff and provides training and other assistance when needed; coordinates activities with other divisions within the Wells County court system and with federal, state, and local law enforcement agencies; develops rapport and intra-agency cooperation on all offender matters.
- Establishes and maintains effective reporting systems to ensure internal controls and compliance with legal requirements; compiles, reviews, and interprets data to evaluate performance of probation/parole units.
- Calculates and documents time and costs for operational activities; exercises budgetary control over expenditures such as travel, training, materials, and consultants; confers with CCAB regarding budget items and monthly unit expenses.
- May conduct internal investigations and investigate complex or sensitive criminal cases; appears as a witness in court; confers with attorneys and other law enforcement officials on special case filings, legal processes, and procedures and resolves problems; maintains control over monitoring equipment to ensure reliability and availability.
- Assists in formulating, implementing, and monitoring departmental policies, procedures, goals, and objectives; confers with CCAB regarding work priorities for the Community Corrections; reviews and writes reports regarding the division's activities; assumes responsibility for office security.

#### **Desirable Knowledge, Skills and Abilities**

- Ability to exercise sound judgment
- Use tact, diplomacy, and discretion under difficult circumstances
- Establish and maintain effective working relationships with staff and public
- Be decisive and expedient in implementing courses of action
- Communicate effectively, verbally and in writing
- Use personal computers, including word processing, spreadsheet, database, and presentation software
- Knowledge of interrelationships of probation, parole, law enforcement, social welfare, and societal influences
- Knowledge of principles of administration, supervision, staff development and evaluation
- An extensive knowledge of federal, state, and local statutes, laws, regulations, and rules pertaining to the provision of probation services and offender re-entry management.

#### **Minimum Experience and Training**

- Bachelor's degree or equivalent experience of five years in related field with prior management or supervisor experience.
- Shall possess a valid Indiana driver's license
- Shall be twenty-one (21) years of age or older
- Shall not have any felony conviction

#### **Wells County Hiring Policies**

The Director is recommended for appointment by the Advisory Board to the County Commissioners and may be recommended for removal for cause by a majority vote of the Advisory Board subject to the approval of the County Commissioners.

The Executive Director shall be under the authority of the Wells County Community Corrections Advisory Board (CCAB).

All matters related to this position regarding clients are confidential in nature and confidentiality laws must be adhered to as outlined and put forth by Wells County and other State and Federal regulating agencies.

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