



Job Description:

DeKalb County
Community Corrections

POSITION:

DEPARTMENT:

STATUS:

SALARY:

Executive Director

**DeKalb County Community Corrections (DCCC)
An Equal Opportunity Employer**

Full Time- Exempt

up to \$63,000 Annually PLUS Benefits!

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Executive Director for the Community Corrections Department, responsible for supervising assigned staff, creating and implementing program policies, and organizing programs.

DUTIES:

1. Supervises assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.
2. Uses principles of evidence-based practices as a guide in interactions with program participants and in the development of department programs. Implements and/or maintains evidence-based practices and quality assurance measures throughout the department.
3. Creates and implements program policy and operation procedures. Directs all efforts towards attainment of program and departmental missions and to securing organizational stability.
4. Writes program grant and oversees development of annual budget. Develops new programs and pursues additional funding sources. Oversees Project Income fund and its collection of fees.
5. Develops and oversees all program components.
6. Collects drug screens and maintains records, as needed.
7. Maintains current, accurate case files, including classifying participants according to risk based on IRAS results, recording defendant's behavior and compliance with the court's order.
8. Collaborates with Probation Officers, Prosecutor, law enforcement, and Community Corrections staff, as needed.
9. Prepares statistical and other reports as required by Indiana Department of Corrections.
10. Serves as Chair of Disciplinary Hearing Board and Screening Committee.
11. Acts as a member of the Executive Team, including creating, implementing, and organizing programs that will achieve the agency's mission.
12. Attends various meetings, as required.
13. Testifies in court, as needed.
14. Performs related duties as assigned.

JOB REQUIREMENTS :

1. Bachelor's Degree in businesses administration, criminal justice, social services, or related field. Preferred experience in law enforcement/criminal justice, probation or community supervision. Experience as a supervisor requested.
2. Must be at least 21 years of age.
3. Must model Pro-Social behavior at all times and in all places.

4. Ability to meet all departmental hiring requirements, including passage of a drug test, Indiana Department of Child Services substantiated cases check and obtaining/maintaining firearms and CPR certifications.
5. Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures.
6. Working knowledge of standard English grammar, spelling, and punctuation and ability to complete department reports within established deadlines.
7. Working knowledge of and ability to operate a variety of standard office equipment and software, including Microsoft Word, Excel, and Outlook, computer, calculator, telephone, and vehicle.
8. Knowledge of evidence-based principles and practices.
9. Knowledge of grant writing and administration.
10. Ability to supervise assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.
11. Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
12. Ability to provide public access to, or maintain confidentiality of, department information/records according to state requirements.
13. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.
14. Ability to communicate effectively both in writing and orally with co-workers, other County departments, DCS, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
15. Ability to work alone with minimum supervision and with others in a team environment.
16. Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.
17. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
18. Ability to compare or observe similarities and differences between data, people, or things.
19. Ability to compile, collate, or classify data, analyze and observe, make determinations and evaluate data, and compute and perform simple arithmetic operations.
20. Ability to testify in legal proceedings/court.
21. Ability to occasionally work extended hours, weekends, and evenings, travel out of town for meetings/trainings, sometimes overnight, and respond to emergencies on a 24-hour basis.
22. Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another and incumbent exercises discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations.

RESPONSIBILITY:

Incumbent's assignments are guided by broad policies and/or general objectives. Incumbent establishes procedures and performance standards and refers to supervisor when interpretations are through necessary. Work is reviewed primarily for compliance with department policy and effect on department goals.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and the public, for the purposes of giving and receiving information, rendering service, and mentoring.

Incumbent reports directly to Advisory Board and County Commissioners.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a Community Corrections Center/ Residential Work Facility, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, handling/grasping objects, crouching/kneeling, bending/reaching, driving, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours, weekends, and evenings, travels out of town for meetings/trainings, sometimes overnight, and responds to emergencies on a 24-hour basis.

Please provide a Resume and Cover Letter by 4:00 pm on Wednesday, February 16, 2022 to:

Dotty S. Miller, Director of Human Resources
100 South Main Street
Auburn, IN 46706

Fax: (260) 333.0235 -Or- careers@co.dekalb.in.us

**All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.