

SNOHOMISH COUNTY JOB DESCRIPTION

COMMUNITY CORRECTIONS MANAGER

Spec No. 4051

BASIC FUNCTION

To plan, organize, coordinate, monitor, administer, evaluate and manage the operations of the Community Corrections Division of the Department of Corrections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Directs, supervises and evaluates the work of subordinate supervisors, staff and student interns; establishes staffing and scheduling requirements; reviews staff decisions in relation to department policies and objectives; plans and reviews in-service training; recommends various personnel actions to the Director including selection, promotion, reassignment and discipline.
2. Develops budget, key indicators, performance measures and other data and recommendations for the department's annual budget; reviews expenditure and cost data to identify problems and achieve better economy in operations.
3. Plans, coordinates and manages the operations of the Community Corrections Division to ensure public safety and safe custody and control of misdemeanor and felony offenders participating in a broad continuum of community corrections programs; monitors overall supervision of inmate behavior to ensure safety of other defendants, program staff, staff from contract agencies and the general public; coordinates division activities with the courts, Prosecuting Attorney's Office, other corrections, law enforcement and social service agencies, as well as other divisions within the department.
4. Works with other members of the criminal justice community, community groups and external sources to facilitate the development and implementation of new programs; identifies and determines implementation strategies and monitors and evaluates program progress.
5. Researches and analyzes proposed County and State legislation, assesses administrative and operational impacts and prepares relevant reports to management; determines how to meet legal stipulations and policy; determines impacts of legislative changes and proposes legislative changes that improve program effectiveness.
6. Develops, reviews, and modifies division goals, program objectives, policies, procedures and work standards and implements them upon approval by the Director; develops divisional work programs designed to translate broad policy strategies into specific objectives and action plans.
7. Develops plans for new, special and on-going programs, is responsive to changes in statutory and court-ordered requirements, and emergency situations; develops short and long range program processes to institute organizational change as needed.
8. Analyzes the daily operations of the division and recommends actions to improve operations and practices to conform to the division's goals.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Serves as a liaison for a variety of legislative and policy issues that require maintaining effective, collaborative working relationships with elected officials, other criminal justice agencies, labor representatives, courts and other Snohomish County agencies.
10. Confers with criminal justice agencies, community service agencies and the courts concerning policies, current and proposed programs and services to prisoners; ensures proper screening of, and authorizes the access of volunteers to community corrections facilities and programs.
11. Reviews operations and inspects physical plants to evaluate performance and insure that statutes, regulations, mandatory standards and department policies are being followed; notifies the Director of any significant violations or irregularities.
12. Reviews reports of violations of prisoner rules of conduct and work release program regulations; advises the Director as to whether charges will be dropped, forwarded to the Prosecuting Attorney's Office for criminal prosecution or taken to a disciplinary hearing.
13. Assesses situations and determines what action will be taken in cases of disturbances in the work release/minimum security facility, escapes, walk-a-ways and other situations affecting community corrections facilities and security.
14. Acts as the division's public information representative and/or the department's media information officer as required by the Director; presents and participates in negotiations regarding services and functions performed by the division.
15. Testifies in court as required.
16. Represents the department's position to other departments, outside agencies, the public and at community forums.
17. Prepares and reviews a variety of reports and correspondence.

STATEMENT OF OTHER JOB DUTIES

18. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor degree in criminal justice, criminology, corrections, one of the social sciences or other field directly related to detention and corrections management; AND, Five (5) years detention and correction experience including at least two (2) years of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in adult rather than juvenile corrections and in city or county jails rather than state or federal prisons is preferred. Must pass job related tests.

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SPECIAL REQUIREMENTS

Candidates for employment must successfully pass an extensive criminal history background investigation, and a polygraph examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- penology, alternatives to corrections programs and Washington State civil and criminal codes relating to the operation of alternative to detention programs and rights of prisoners
- court procedures, criminal justice system processes and risk management principles
- literature, trends and developments in alternatives to secure detention for adult populations
- local, state, federal and private program resources and agencies
- basic principles and practices of program planning, organization and administration
- Washington State and county legislative protocols, procedures and practices

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- analyze operations and take effective action to correct deficiencies and resolve problems
- analyze programs, prisoner populations and the potential fiscal impact of public policy and legislative decisions on alternatives to corrections programs
- develop program plans and evaluate work accomplishments
- read, interpret and apply laws, rules, regulations and legislation governing division operations
- express and exchange ideas clearly with persons of widely varied intelligence, education and background
- establish and maintain effective, collaborative working relationships with elected officials, department heads, media representatives, associates, subordinates, employees of other agencies, labor representatives and the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, press releases, reports and other written materials, including grant proposals

SUPERVISION

The employee reports to the Director of Corrections. Work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises the work of work release, corrections and counselor supervisors, corrections officers, counselors, student interns, clerical staff and other personnel as assigned.

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WORKING CONDITIONS

Work is performed in a maximum security jail and a work release and minimum security facility as well as in the usual office environment. The employee is on call twenty-four (24) hours a day, seven (7) days a week to respond to any emergency that may arise. The employee may, as required, also periodically work swing and graveyard shifts to personally observe operations.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1990 as Work Release Administrator
Previous Spec No. 521538
Revised and Re-titled: October 2003
EEO Category: 1 – Officials and Administrators
Pay Grade: 112 – Management. Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous