

# **SNOHOMISH COUNTY JOB DESCRIPTIONS**

## **DEPUTY DIRECTOR OF CORRECTIONS**

Spec No. 1129

### **BASIC FUNCTION**

Provide support to the Department Director in the oversight, planning and administration of all aspects of Administrative, Programs and Detention services to the Snohomish County Corrections Department.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Oversees the daily operations of the Administrative, Program and Detention Divisions.
2. Administers complex multi-program initiatives and oversees capital projects at the Director's request; provides oversight of the jail transition team.
3. Assures implementation of county, state and federal policies, goals, ordinances, statutes and regulations.
4. Coordinates and manages all long-range planning for department programs and services including critical population management, analysis, and forecasting efforts; including program development, implementation and evaluation initiatives.
5. Develops and implements department business plans, and Executive and departmental work programs designed to translate broad policy strategies into specific objectives and action plans; assists the Director in developing and conveying organizational vision and mission in alignment with Executive priorities.
6. Collaborates with the Director and other members of the senior management team to formulate policy and procedures for the department.
7. Under the policy direction of the Department Director, oversees the preparation of the annual department budget request in accord with Executive priorities and in collaboration with department management and staff, other criminal justice agencies, and County agencies that also provide support services within correctional facilities; provides support in defending the budget through the Executive and Council review process; responsible to the Director for implementing and monitoring the adopted budget to ensure the department does not exceed authorized spending limits.
8. Serves as the point of contact for a variety of legislative and policy issues that require maintaining effective, collaborative working relationships with elected officials, other criminal justice agencies, labor representatives and members of other County agencies; advises the Director on policy and legislative issues that impact Executive positions/priorities related to the Department of Detention and Corrections.
9. Negotiates and administers contracts including vendors, special service providers, and other governmental entities including jurisdictions that contract with the County for jail services.

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### KNOWLEDGE AND ABILITIES (Continued)

10. Under the policy direction of the Department Director negotiates and administers bargaining unit contracts.
11. Supervises and directs the work of supervisors and managers; evaluates the work of employees; assists in the selection, hire, termination and discipline of employees, as necessary.
12. Represents the department's position at community forums.
13. Oversees the coordination and operation of department information systems.
14. Acts on behalf of the Corrections Director during absences or as needed in specific circumstances.

### STATEMENT OF OTHER JOB DUTIES

15. Performs related job duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's Degree in business or public administration, criminal justice, criminology, corrections or other discipline directly related to Detention and Corrections management; PLUS, five (5) years of supervisory experience in Detention or Corrections including at least two (2) years of executive management level experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A Master's Degree in one of the fields described above may substitute for two (2) years of work experience. Prior experience working in a 24-hour operation facility preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

Applicants will be subject to a polygraph, a thorough background investigation including fingerprinting and a complete criminal records check. Candidate must be at least 21 years old at the time of application.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of penal institution management
- principles and practices of effective supervision
- principles and practices of budget preparation and administration
- laws, rules, regulations and legislation governing the management of a penal institution
- rights and privileges of incarcerated individuals

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, organize and direct the operations of a major county department
- plan, coordinate, supervise and evaluate the work of subordinate employees
- prepare and administer the departmental budget
- establish and maintain effective working relationships with elected officials, management staff, subordinates, employees of other agencies and the general public
- communicate effectively, both verbally and in writing
- prepare correspondence, reports and other written materials
- analyze operations and take effective corrective action
- make decisions and to work under pressure
- read, interpret and apply county personnel rules and regulations, and other legislation, laws, rules including regulations governing the management of a penal institution

### SUPERVISION

The employee reports directly to the Director of Corrections with a high degree of independence. Performance is reviewed through meetings, status reports and results obtained.

### WORKING CONDITIONS

Work is performed in a maximum security Jail and a Work Release and minimum-security facility as well as the in the usual office environment. The employee is on call twenty-four (24) hours a day, serve (7) days a week to respond to any emergency that may arise. The employee must 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: September 1999  
Previous Spec No.1112  
Revised: June 2003  
Pay Grade: 114 - Management Exempt Pay Plan  
EEO Category: 1- Officials and Administrators  
Workers Comp: 5306 Non-Hazardous