

**SNOHOMISH COUNTY JOB DESCRIPTIONS
DIRECTOR OF CORRECTIONS**

Spec No. 1035

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Department of Corrections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes and directs all operations of the department including the county jail and work release program.
2. Supervises and directs the work of subordinate supervisors and managers; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Prepares and submits the departmental budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives, and funding requests; administers the approved departmental budget.
4. Evaluates departmental operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
5. Coordinates departmental operations with other county departments and outside agencies as required; confers with and advises county elected officials on various issues and problems concerning the department.

STATEMENT OF OTHER JOB DUTIES

6. Performs related 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 and corrections including at least one (1) year of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of penal institution management;
- the principles and practices of effective supervision;

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KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

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

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 and regulations governing the management of a penal institution.

SUPERVISION

The employee reports directly to the County Executive. The work is performed independently in conformance with the County Code and various state and federal laws. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Usual office environment.

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: November 1982 as Director of Detention & Corrections

Retitled: July 2003

EEO: 1 - Officials and Administrators

Pay Grade: 115 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous