

SNOHOMISH COUNTY CLASS SPECIFICATION

PROGRAMS MANAGER

Spec No.1072

BASIC FUNCTION

To plan, coordinate, supervise and manage the operations of the Programs Division of the Department of Corrections.

STATEMENT OF DUTIES

1. Plans, coordinates and manages the operations of the Programs Division; coordinates division activities with the courts, Prosecuting Attorney's Office, social service agencies and other divisions within the department.
2. Directs, supervises and evaluates the work of subordinate supervisors, staff and student interns; reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; plans and schedules in service training; recommends various personnel actions to the Director of Corrections, including selection, promotion, reassignment and discipline.
3. Develops program objectives, policies, procedures and work standards and implements them upon approval by the Director of corrections; assumes final responsibility for all policies and procedures concerning counseling services, approaches and caseload; develops plans for on-going and special programs.
4. Develops budget and other data for the department's annual budget; reviews expenditure and cost data to identify problems and achieve better economy in operations.
5. Confers with criminal justice agencies, community service agencies and the courts concerning policies, current and proposed programs and services to prisoners; screens and authorizes the access of volunteers to both minimum and maximum security facilities.
6. Reviews operations and inspects physical plants to evaluate performance and insure that statutes, regulations, mandatory standards and department policies are being followed.
7. Reviews reports of violations of prisoner rules of conduct and work release program regulations; determines whether charges will be dropped, forwarded to the Prosecuting Attorney's Office for criminal prosecution or taken to a disciplinary hearing.
8. Assesses situations and determines what action will be taken in cases of disturbances in the work release/minimum security facility, escapes, walkways and other situations affecting facility and community safety.

STATEMENT OF OTHER JOB DUTIES

9. Represents the division to other departments, outside agencies and the public.
10. Prepares and reviews a variety of reports and correspondence.

SNOHOMISH COUNTY CLASS SPECIFICATION

PROGRAMS MANAGER

Spec No.1072

STATEMENT OF OTHER JOB DUTIES (continued)

11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in criminal justice, counseling or one of the social sciences; AND, three (3) years of experience in counseling or social service casework including at least one (1) year of supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience as a counselor in adult corrections is preferred. A master's degree in criminal justice, psychology, social work, sociology or a closely related field may be substituted for one (1) year of the required non-supervisory experience. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the literature, trends and developments in the social services area;
- casework philosophy, methods and practices;
- counseling approaches and techniques;
- local, state, federal and private program resources and agencies;
- the basic principles and practices of program planning, organization and administration;
- the principles and practices of effective supervision.

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- develop program plans and evaluate work accomplishments;
- analyze operations and take effective action to correct deficiencies and resolve problems;
- read, interpret and apply laws, rules, regulations and legislation governing division operations including county personnel rules and labor agreements;
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, employees of other agencies and the general public;
- communicate effectively both orally and in writing;
- prepare a variety of correspondence, reports and other written materials, including grant proposals.

SNOHOMISH COUNTY CLASS SPECIFICATION

PROGRAMS MANAGER

Spec No.1072

SUPERVISION

The employee reports to the Director of the Department 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.

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 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: June 1977 under the title Social Service Director

Revised and Retitled: September 1985 Corrections Manager

Previous Spec No. 232131

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous