

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

JOB DESCRIPTION

Job Title:	Agency Director
Department:	Midland Judicial District CSCD
Work Hours:	The Agency Director works at least a forty hour week under stressful conditions to accomplish the job.
Job Relationships:	Appointed and Supervised by Midland Judicial District Board of Judges
FLSA Status:	Exempt

Position Summary: The Agency Director is appointed by the Midland Judicial District Board of Judges. The Agency Director is responsible for the overall functioning of the Midland Judicial District Community Supervision and Corrections Department, including all programs, grants, and contracts for service. The Agency Director appoints assistants and other employees to carry on the professional, clerical, and other work relating to Community Supervision and the mission of the Department. The Agency Director supervises and coordinates activities of department employees; develops administrative standards and procedures relating to personnel, including staff policies, job orders, and duty assignments of staff; establishes or adjusts work procedures to meet community supervision objectives; evaluates measures to improve department operation; analyzes and resolves work problems or assists staff workers in solving work goals; initiates personnel actions such as promotions, discharges, and disciplinary measures; establishes and maintains relationships with other agencies and organizations in the community regarding policies and resources available for the treatment of, and concerning the continuum of care of, adult offenders; may confer with workers to resolve grievances; continually provides and evaluates in-service training programs for all new and more experienced staff members.

Duties and Responsibilities:

1. Duties and responsibilities as outlined in position summary.
2. Responsible for the overall functioning of the Department, including all programs, grants, and contracts for service.
3. Responsible for planning, coordinating, and implementing all administration and procedural functions of the Department.
4. Develops the Department's budget and administers the existing budget ensuring that all expenditures fall within budget guidelines.

5. Monitors contract services utilized ensuring that the terms of the contract are fulfilled and cost effective to the needs of the department.
6. Responsible for appointing assistants and other employees to carry on the professional, clerical, and other work relating to Community Supervision and the mission of the Department.
7. Supervises and coordinates activities of department employees.
8. Develops administrative standards and procedures relating to personnel, including staff policies, job orders, and duty assignments of staff.
9. Assists in developing and maintaining quality offender services.
10. Establishes or adjusts work procedures to meet community supervision objectives.
11. Evaluates measures to improve department operation.
8. Resolves work problems or assists staff workers in solving work goals.
9. Initiates personnel actions such as promotions, discharges, and disciplinary measures.
10. Establishes and maintains relationships with other agencies and organizations in the community regarding policies and resources available for the treatment of, and concerning the continuum of care of, adult offenders.
11. Confers with workers to resolve grievances.
12. Continually provides and evaluates in-service training programs for all new and more experienced staff members.
13. Prepares and submits statistical reports as required.
14. Supervises the collection of Court ordered fees.

Education and Experience:

Bachelor's degree in criminology, corrections, law, social work, sociology, psychology, or a related field; or a Bachelor's degree in a field of study not mentioned above, and one year of graduate study in one of the above-stated areas or related field; or a Bachelor's degree in a field of study not mentioned above, and at least one year of full time experience in case work, counseling, or related field. **Master's degree preferred. Must be a certified Community Supervision Officer with at least ten years of experience in community corrections (adult probation). At least five years of that experience must be in the supervision of other community corrections employees. Must have experience in the administration of community corrections programs.**

Knowledge, Abilities, and Skills:

Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with offenders, public, and co-workers. Ability to follow verbal and written instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, public, and co-workers. **Strong consideration will be given to those individuals who have experience in the development of community justice plans, grants, and budgets.**

Additional Requirements:

Must reside within 50 miles of the Midland CSCD building. Must be insurable by agency insurance carrier. Must have valid Texas driver's license, provide proof of insurance, and have adequate transportation. Must have favorable background check. Must be available to travel at least 10 percent of the year.

Essential Physical Demands:

Reading procedures, policies, standards, case files, reports, etc. Lifting case files, bending, sitting, standing, walking, kneeling, speaking, hearing, significant data entry, ability to manage stress in meeting deadlines and changes, and other physical efforts as required.

Environmental Factors:

Works primarily indoors supervising defendants/offenders. Also works in the field in high crime areas of the County. Contact with Criminal Courts, court personnel, law enforcement agencies, and community agencies. Work is often performed within secure jail and prison settings with criminal offenders.

Equipment:

Vehicle, telephone, copier, computer terminal, personal computer and printer, cellular telephone, mobile radio, calculator, O.C. Spray (defensive pepper spray), and other job related equipment.

This job description is not intended to be all-inclusive, and employees will perform other reasonably related business duties as assigned.

Salary Range: \$75,000- \$100,000 DOE

The Midland CSCD reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

For more information or to make application please visit the Midland County Website:

<http://www.co.midland.tx.us/hr/employment/default.aspx>. For additional information you may contact Holly Ingmire, HR Midland County, 432-688-4855

Revised: December 30, 2009

