

ASSISTANT DIRECTOR OF COMMUNITY CORRECTIONS and PRE-TRIAL SERVICES

Pulaski County is seeking an experienced, knowledgeable, and collaborative leader to assist in leading, planning, directing and overseeing the Department of Community Corrections and Pre-Trial Services serving the 27th Judicial Circuit and District Courts. The mission of the department is to enhance public safety by providing alternatives to incarceration, effective supervision, pre-trial services, treatment options and victim services to reduce recidivism.

Under the supervision of the Director, this position has the following responsibilities:

Assists Director in the administrative operations for New River Community Corrections and Pretrial Services. Serves as a member to the Community Criminal Justice Board. Writes and executes policies and goals under the direction of the Pulaski County Administrator, Assistant Administrator and the Department of Criminal Justice Services. In conjunction with the Department of Criminal Justice Services, assists in writing and executes the yearly grant under which this agency is funded.

The successful candidate should exhibit strong leadership, strategic thinking, integrity, ability to collaborate, build trust, and organizing resources. A Bachelor's degree in criminal justice, psychology, or a related field is required. Experience in case management, counseling, or in a criminal justice agency required. Experience in grant writing, grant management, accounting, finance, and supervisory experience is preferred. Must possess excellent public speaking skills, presentation skills, computer skills and excellent oral / written communication skills. A pre-employment drug test and a background investigation are required. Salary is commensurate with experience. For a detailed description of the job, please view the job description and ad on the Pulaski County website.

Interested individuals may apply with the Virginia Employment Commission Office or may download and submit an application located at www.pulaskicounty.org along with resume and salary information.

Pulaski County Administrative Office
Attention: Tammy Safewright, Human Resource Specialist
143 Third St. NW, Suite 1
Pulaski, VA 24301
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Position is open until filled