

Assistant Director

JOB SUMMARY:

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.

CLASSIFICATION: Exempt / Full Time / 40 hours per week

PRIMARY DUTIES:

Supervises and directs the daily activities of New River Community Corrections and Pretrial Services which include but are not limited to:

- Supervises all staff for local probation and pretrial services.
- Monitors program daily operations.
- Assists annually prepares the grant packet and budgets for the agency.
- Assists in preparing and submits quarterly reports to DCJS.
- Prepares and approves all accounts receivables / payables.
- Maintains contact with all courts serviced by the agency within various localities.
- Performs public relations duties with courts, commonwealths and county attorneys, worksites, service providers, etc.
- Maintains regular contact with fiscal agent regarding program operations.
- Attends required trainings and meetings.
- Serves on various committees for VCCJA and DCJS, representing NRCCPTS.
- Utilizes Motivational Interviewing/Effective Communication techniques.
- Adapts/modifies agency policies and procedures in accordance with evidence-based practices as they are implemented.
- Assures that all staff are properly trained in all evidenced-based practices techniques, including but not limited to motivational interviewing, risk/needs assessments, and case planning, and that staff maintain proficiency in all areas.
- Carries caseload as needed; attends court; assists with case supervision when staff is on leave.
- Serves as staff to the Community Criminal Justice Board; plans, organizes and prepares for each meeting.
- Prepares various reports.
- Performs related tasks as required.

SUPERVISORY RESPONSIBILITIES:

This job has employee supervisory responsibilities of all staff of New River Community Corrections & Pretrial Services.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of grant writing and developing budgets; comprehensive knowledge to administer various programs; thorough knowledge of the principles, objectives, and techniques of case supervision; thorough knowledge of the techniques and means of interviewing and investigating; thorough knowledge of the criminal justice system; thorough knowledge of casework methods and control practices; ability to conduct interviews, investigations, analyze attitudes and behavior problems objectively; ability to interpret court code sections and other legislation; ability to read and analyze court orders; ability to write and speak effectively; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with court personnel and adult parties to cases. Effectively lead agency with a customer service based approach towards stake holders. Builds / maintains professional relationships with community leaders and citizens.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

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.

OTHER QUALIFICATIONS:

Language Skills - ability to read, analyze and interpret documents such as procedure manuals and court orders. The ability to write comprehensive reports and correspondence. Ability to speak effectively before groups of employees and organizations. Must possess superior grammar, diction and language skills in both written and verbal form.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Ability to use solid interpersonal skills, including conflict resolution skills, for work with citizens, court officers, community professionals, and other employees.

OTHER REQUIREMENTS:

Possession of valid driver's license issued by the Commonwealth of Virginia. Satisfactory criminal background check required. Satisfactory completion of pre-employment drug and alcohol screen.

Must pass VCIN certification training and BASIC SKILLS within specified time frame.

Must successfully complete training in and demonstrate competency in Effective Communication/Motivational Interviewing Skills, conducting risk assessments and other evidence based practices curriculums.

PHYSICAL DEMANDS:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and to hear. The employee frequently is required to reach with hands and arms. The employee is regularly required to sit and use hands and fingers to operate a computer keyboard, mouse and telephone keyboard. The employee is required to stand and walk. May be required to lift up to 25 lbs.

WORK ENVIORNMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to high stress situations, including antagonistic interactions with offenders and their families.

I have read, understand, and accept the duties, standards, and expectations required of this position. I hereby affirm my good faith compliance with all New River Community Corrections & Pretrial Services policies and procedures.

Employee signature: _____

Date: _____

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. New River Community Corrections & Pretrial Services reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties, job locations or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

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