



CLASSIFICATION NO. 772

Established: 8/17

Revised: 6/22

FLSA: Exempt

EEO: 4

## **COMMUNITY CORRECTIONS MANAGER, SENIOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and direct the central administrative functions for Community Corrections probation and parole programs and residential work release corrections programs for adult offenders, including budget, accounting, management analysis and administrative support; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Clackamas County Sheriff's Office (CCSO) patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, operates the County jail and oversees offenders on parole or probation. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services. The Community Corrections Division within the Sheriff's Office is responsible for supervising adult offenders on parole or probation, including assessment, rehabilitative, restorative, and transitional programs, and residential services.

The Community Corrections Manager, Senior is a sworn, single-incumbent classification responsible for overseeing diverse administrative functions, and assists in the administrative aspects of program planning, policy development, and public relations. The Community Corrections Manager, Senior reports to a Captain who serves as the commanding officer of the division.

The Community Corrections Manager, Senior is the second in command within the division and differs from the Captain who is responsible for planning, coordinating, evaluating and administering all services provided by the division. This classification differs from the Community Corrections Manager, which has broad management and operational responsibilities to oversee a variety of programs, but does not have division-wide responsibility.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists the Captain in the administration of division personnel, programs, services and operations; acts as the director in their absence; manages individual projects as requested by higher level command staff; develops systems and controls to improve quality of performance and customer services; performs research studies and prepares reports; analyzes solutions and costs; recommends and implements improvements to corrections programs.
2. Oversees and monitors management staff responsible for division personnel; maintains contact with adjudicating authority, public agencies and other County departments and

employees; participates in program management meetings; supports supervisory staff in resolving complaints made by the public and/or program participants.

3. Develops and administers corrections, probation and parole, and residential services operations plans, policies and procedures; develops and oversees implementation of procedures and guidelines to meet established goals and standards; analyzes legislation which may affect division activities; ensures compliance with Federal, State and local statutes, rules and regulations.
4. Hires and directs management, supervisory, professional, paraprofessional, administrative, and food services staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; provides consultation and direction to divisions on personnel issues such as discipline, grievances, staffing, recruitment, employee development, employee relations, promotions and layoffs; may participate in collective bargaining processes as a member of the management negotiating team.
5. Prepares and administers contracts for services and capital purchases; prepares requests for proposals; negotiates terms and conditions; monitors contracted services for legal, fiscal and program compliance.
6. Participates in the development and administration of annual and supplemental budgets for residential services, probation and parole programs, and correctional programs; forecasts, monitors and reviews programs' budgets, revenues and expenditures; researches alternate funding sources; prepares and/or reviews grant proposals; coordinates presentation of budget proposals to County Budget Committee and Board of County Commissioners; coordinates fiscal operations with County Finance.
7. Provides direction and assistance to management staff regarding technical, procedural and policy issues; reviews statutory interpretations and utilization of resources; develops, coordinates and monitors division goals and results related to County-wide initiatives.
8. Represents the division and CCSO to public and private agencies and groups; makes technical presentations before commissions, boards and the public; participates in task forces to coordinate intergovernmental programs; develops processes to ensure that responses to citizen inquiries and complaints are timely and effective.
9. Coordinates the activities of contractors and County personnel providing maintenance, repair, and purchase of equipment, supplies and services for division programs.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Practices and procedures of the adult criminal justice system, including sentencing, restitution, and supervision in the community; administration of correctional programs; laws, policies, rules and standards applicable to the administration of a community based residential services program or probation and parole programs; behavior and adjustment problems of adult offenders; corrections theory and methods including security procedures; participatory management theories; techniques of grant preparation and administration; principles and practices of public administration, including management analysis, organizational design, program planning and analysis, budget, grant and contract administration and personnel

management; government financing methods and funding sources; state and local government operating methods and procedures; techniques of negotiation and public relations.

**Skill to:** Develop and implement operational policies; develop and evaluate goals, procedures, objectives and programs; plan, organize, direct, coordinate and supervise an administrative services program; formulate and evaluate policies and procedures; develop, evaluate and justify division budget requests and grant proposals; administer and control the distribution of funds according to approved budget or grant; compile and analyze data and develop recommendations; design, develop and implement systems and procedures for efficient department or division operations; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with law enforcement, probation, court personnel, service agencies, contractors, elected officials, government agencies, County employees and the public; interpret and apply provisions of federal, state and local legislation, rules and regulations affecting the administration of division policies and programs; plan, assign, organize, evaluate and direct the work of supervisory, professional, administrative and food service personnel; prepare clear and concise reports; resolve complaints tactfully while dealing with the public or residents.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire:

- Current Basic Probation & Parole or Corrections certification from DPSST.

Within two years of appointment:

- Possess Middle Management Certification from the Department of Public Safety Standards and Training (DPSST).

### **PRE-EMPLOYMENT REQUIREMENTS**

Must be able to pass a post-offer physical examination.

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbent(s) must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

**POST-EMPLOYMENT REQUIREMENTS**

Must possess within six months of hire: Law Enforcement Data System (LEDS) certification, Cardio-Pulmonary Resuscitation (C.P.R.) certification, First-aid certification.