

**INGHAM COUNTY
JOB DESCRIPTION**

COMMUNITY CORRECTIONS MANAGER

General Summary

This is a professional and administrative position responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB). This position will also assist in the development of goals and objectives for each agency, and provide assistance in optimizing services and promoting efficiency and cooperation between the criminal justice agencies. This position is responsible for the administration of programs which are a part of a Comprehensive Community Corrections Plan.

This position is appointed by the Board of Commissioners and the County Controller, and works under the general direction of the CCAB and the County Controller. This position provides administrative services for the CCAB.

Essential Functions

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Provides direct staff services to the CCAB.
2. Directs, oversees, and participates, under the general direction of the CCAB, in the development of the comprehensive Community Corrections Plan, which requires the compilation and analysis of local data from arrest to parole as specified by the Application for Funds from the Office of Community Corrections.
3. Monitors and coordinates the implementation of the Comprehensive Community Corrections Plan, including the management of the criminal justice information system.
4. Coordinates criminal justice planning among the various criminal justice agencies, including assisting in the development of goals and objectives for each agency.
5. Assists in the development of future policy plans and procedures for inmate population management.
6. Prepares and distributes, on a regular basis, reports, data analyses, financial analyses or other reports as required on existing criminal justice programs.
7. Evaluates and monitors offender diversion programs for their impact on the criminal justice system.
8. Monitors and evaluates the impact of criminal justice legislation and case law.
9. Administers, monitors and evaluates all programs that are part of the Comprehensive Community Corrections Plan, and the Project Sentry/Hayford Street Clinic program.
10. Administers the Community Corrections budget, including CCAB plans and services, Probation Residential Services state grant funding, and the Project Sentry/Hayford Street Clinic Program.

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11. Performs related work as required and other responsibilities as designated by the CCAB.

Other Functions

1. None listed.

Employment Qualifications

Education: Graduation from an accredited college or university with a major in public or business administration, criminal justice or a related field or a combination of education, training and work experience that demonstrates an ability to perform all of the duties of the classification.

Experience: At least three to five years is desired, working professionally within the criminal justice system, or a closely related program, providing either program management, planning or coordination. Some experience or training is required in the implementation of automated information systems.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Must be physically and mentally capable of performing all of the duties of the classification.

Working Conditions:

Works in office conditions.

September, 1999