

**Henry County Community Corrections
POSITION POSTING FOR: Executive Director**

Applications are being accepted for the position of Executive Director, at Henry County Community Corrections, New Castle, IN, on or before August 1, 2014, at WorkOne, for this position.

Applicants are required to complete and submit the application at WorkOne. In addition, the applicant is required to include a resume and three professional references with the completed application. Only those applications submitted through WorkOne will be accepted. The address for WorkOne, in Henry County, is 3011 S 14, New Castle, IN.

DEPARTMENT:	Community Corrections	POSITION:	Executive Director
JOB CATEGORY:	EXE B	STATUS:	Full-Time
FLSA STATUS:	Exempt	SCHEDULE:	M-F, 0800-1600, and as needed
SALARY:	\$48,618 and benefits	DATE CLOSED:	Applications end August 1, 2014

Job Description for Executive Director

To perform this position successfully, the applicant must be able to perform each essential duty satisfactorily. The requirements listed, that follow, 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. Incumbent serves as Executive Director for Community Corrections, responsible for planning, developing, and implementing program components.

DUTIES

Supervises and directs personnel, including interviewing applicants, hiring, planning/ delegating work assignments, providing training and corrective instruction, evaluating performance, maintaining discipline, and communicating and administering personnel policies.

Oversees/monitors program activities for compliance with department policies and procedures, legal requirements, and achievement of goals and objectives of the comprehensive plan, and Community Corrections Advisory Board.

Prepares and submits various periodic reports, as required.

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Oversees/monitors Work Release Program, Juvenile Program and other programs as recommended by Department of Corrections guidelines.

Administers department budget, including authorizing payroll and other expenditures, monitoring fund account balances, requesting transfers and additional appropriations, as needed, and ensuring cost-effective operations.

Periodically negotiates and executes vendor contracts.

Serves as department spokesperson and liaison with various agencies, other County departments, news media, Advisory Board, and the public. Represents department on various boards/committees and at various meetings as appropriate.

Periodically reviews and updates department policies and procedures as needed, and communicates to personnel, volunteers, and service providers.

Prepares annual department budget, including analyzing/projecting costs, and submitting/presenting to County Council.

Pursues additional sources of funding, including preparing and submitting grant applications and related comprehensive plan, and ensuring compliance with record-keeping and reporting requirements.

Maintains current knowledge of changing technology and practices in community corrections administration by reading professional publications and legislative updates, and periodically attending seminars and training.

Serves on 24-hour call for emergencies.

Performs related duties. as assigned.

I. JOB REQUIREMENTS

Baccalaureate Degree in criminal justice, psychology, sociology, or related area, with a minimum of five years of relevant experience, including at least two years of supervisory experience; or equivalent combination of education and experience.

A thorough knowledge of basic criminal justice processes, and community corrections policies, procedures, and legal requirements, and ability to ensure compliance by all program components.

A thorough knowledge of available social service providers, and ability to coordinate appropriate, effective services for participants and their families.

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A thorough knowledge of and ability to follow and administer personnel policies and work rules of the employer/department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to supervise and direct personnel, including interviewing applicants, making hiring decisions, planning/delegating work assignments, providing training and corrective instruction, evaluating performance, and maintaining discipline.

Ability to prepare grant applications and related comprehensive plans, and competently administer approved grants, ensuring compliance with record-keeping and reporting requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, social service providers, related boards/committees/agencies, Department of Corrections, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow written and oral directions from Advisory Board, and appropriately respond to constructive criticism.

Ability to properly use various department equipment, including computer, printer, typewriter, copier, fax machine, cellular telephone, and pager.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to regularly work extended hours, occasionally work evening and/or weekend hours, and regularly travel out of town for training, conferences and meetings, sometimes overnight.

Ability to serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and demonstrate a safe driving record.

II. DIFFICULTY OF WORK

Incumbent duties are broad in scope and of substantial intricacy, involving many complex variables, and consideration of unique situations and alternatives. Incumbent develops department policies and procedures in compliance with local, state, and federal laws and

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standards, exercising considerable independent judgment in planning and administering a variety of programs to meet varying needs of many individuals.

III. RESPONSIBILITY

Incumbent makes a consequential contribution to department mission by developing and implementing a comprehensive plan to assist program participants in successfully completing individual treatment plans. Incumbent receives only advisory/administrative direction from Advisory Board, with work reviewed primarily for soundness of judgment and effect on department goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains communication with co-workers, other County departments, social service providers, related boards/committees/agencies, Department of Corrections, and the public, for purposes of exchanging information, coordinating program components, ensuring compliance with policies, procedures and legal requirements, negotiating contracts, and supervising personnel. Incumbent reports directly to the Community Corrections Advisory Board President.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent works in an office environment in a correctional facility involving sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, bending, reaching, keyboarding, color perception, speaking clearly, hearing communication, handling/grasping/ fingering objects, and exposure to potentially hostile/violent persons. Incumbent regularly works extended hours, occasionally works evening and/or weekend hours, and regularly travels out of town for training, conferences and meetings, sometimes overnight. Incumbent serves on 24-hour call for emergencies.