



## CLASS SPECIFICATION

Class Code: 15331  
Date Est: 5/2005  
Last Rev: 10/2005  
Last Title Chg:  
FLSA: non-exempt

### DETENTION PROGRAMS COORDINATOR

#### **DEFINITION**

Under limited supervision, manages, develops and coordinates the inmate work programs for the Sheriff's Department Detention Facility; identifies program goals and objectives, develops, implements and evaluates program's effectiveness; supervises program staff; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major course work in Business Management, Public Administration, Criminal Justice or a closely related field, and two years full-time supervisory or program management experience which included experience in dealing effectively with individuals from diverse socio-economic backgrounds; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

Possession of a valid driver's license required at time of appointment.

Possession of, or ability to obtain within six months of employment, current certification on the NCIC/CJIS criminal history information system.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over program staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise program staff including staff selection, training in proper work methods and techniques, assign and review work, conduct performance evaluation, implement discipline and conflict resolution procedures when necessary; provide training and work direction.

Manage daily screening of inmates for acceptance into Alternative Sentencing Program offered to inmates including final review for inmate placement; clarifying court orders, troubleshooting investigating and resolving discrepancies.

Perform a variety of administrative duties for management such as purchasing, personnel /payroll, contract administration, payment tracking and agencies/customer billings; represent management/administration at meetings or other venues, as assigned.

Provide input into and oversight of the program budget and monitor expenditures; sign disbursement orders and keep division head informed as to authorized expenditures.

Attend meetings with various groups including judiciary, department managers, community leaders, and staff meetings.

Plan and coordinate the components and services of the inmate work program, including daily oversight, scheduling, program development, and promotion: identify, develop, implement, and evaluate operational objectives to meet program goals and objectives.

Coordinate with detention management to effectively operate programs within the facility and provide a transition to the community with supervision.

Respond to general complaints and requests for information from the public regarding the unit; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; and resolve issues and complaints by investigating the facts and circumstances of the complaint and taking appropriate action.

Establish a network of community support and cooperation by meeting with representatives of government bodies, local businesses, other groups or organizations to promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise.

Identify, develop, and implement program components and services based on needs assessment and ongoing program evaluations; conduct research to prepare programs component outlines and methods for evaluation.

Conduct ongoing needs assessment and program evaluation by collecting data through various means to determine the success and effectiveness of current program components.

Research and develop recommendations for program expansion capabilities, in conjunction with needs assessments and program evaluations, to better achieve goals and objectives.

Maintain a variety of files and records related to program activities; prepare financial, statistical, and operational reports, which reflect program accomplishments.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Department/ divisional practices, policies and procedures.

Terms and acronyms commonly used in the assigned function.

Applicable laws, rules, and regulations.

Community resources, including funding sources, pertinent to program.

Management and criminal justice information systems and other software utilized by the department.

Countywide personnel policies such as affirmative action, sexual harassment, discrimination, ADA and EEO.

#### **Ability to:**

Promote safe work methods and procedures for employees and others and to train staff in same.

Interpret and apply regulations policies, and procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operation needs.

Supervisory principles and practices.

Program planning and development methods and techniques.

Account maintenance and governmental budgeting techniques.

Research techniques, data collection, analysis and report preparation.

Methods and practices for developing and presenting public information programs.

**Ability to:**

Effectively represent the programs, operations, and functions in the area of assignment to the public, other County staff, and other government agencies.

Plan, coordinate, and direct the services and staff.

Operate a personal computer.

Develop and implement program components and services.

Administer program budget and monitor budget accounts.

Coordinate programs and activities with other entities.

Interpret and apply regulations, policies, and procedures.

Maintain accurate records (including accounts maintenance).

Write narrative reports, educational or promotional materials, and other documents.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Establish and maintain effective working relationships with the public, staff, volunteers, and representatives of outside agencies.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a detention facility environment. Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 20 lbs. Ability to operate a computer, calculator, copier, and fax machine. Must pass a polygraph examination and background investigation.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2005