



ANNOUNCEMENT NO. 4024

**JACKSON COUNTY EMPLOYMENT OPPORTUNITY
COMMUNITY JUSTICE**

COMMUNITY JUSTICE DIRECTOR

JACKSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Upon request, special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments. Because of the Immigration Reform Act of 1986, persons hired by the county must be able to present acceptable documents verifying identity and authorization to work in the United States. For a copy of Jackson County's Equal Employment Opportunity Plan, visit our web site at www.jacksoncounty.org or call 541-774-6036.

STARTING SALARY: **\$89,856 to \$104,021 Annually**

BENEFITS: **Family health, dental, RX, vision & chiro. (minimal contribution required) & employee life & long term disability. Generous vacation and sick leave . Oregon PERS retirement (employer pays employee portion).**

LAST DATE TO FILE: **December 15, 2003**

SUBMIT APPLICATION TO: **JACKSON COUNTY HUMAN RESOURCES
10 S OAKDALE
MEDFORD, OR 97501**

DEFINITION:

Plans, organizes, and directs all aspects of the delivery of correctional and juvenile services and programs in the community and in the juvenile detention facility.

EXAMPLE OF PRINCIPLE DUTIES AND POSITION FUNCTIONS: *(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)*

Directs department operations to achieve goals within budgeted funds and available personnel. Plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.

Provides managerial leadership and directs the selection, supervision, and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands. Participates in labor negotiations.

Establishes policies, procedures, work rules, and performance standards to assure efficient and effective juvenile and correctional services and programs in compliance with county standards and federal, state, and local laws.

Monitors fiscal operations of the department, prepares and administers the budget based on staffing and resource requirements, cost estimates, and county objectives and goals. Approves, monitors, and documents expenditures assuring compliance with approved budget and staffing levels.

Provides planning leadership and direction and develops short and long-range plans, goals, and objectives for activities in the Community Justice Department; develops service and program work plans; coordinates department programs with other departments and governmental agencies.

Analyzes and recommends improvements to existing services and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.

Oversees the operation of the juvenile and correctional facilities; ensures that the facilities provide safe, efficient physical surroundings and that physical plant is maintained.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of practices, principles, and procedures of adult and juvenile justice and correctional systems, programs, and services.

Thorough knowledge of modern principles and practices of management and supervision.

Knowledge of public contact procedures and practices and contract negotiation.

Knowledge of legal requirements, regulations, and laws applicable to area of assignment.

Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping.

Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.

Ability to develop departmental goals and objectives and to conduct and implement planning activities.

Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.

Ability to establish and maintain effective working relationships with employees, County Administrator, County Commissioners, other agencies, and the general public.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding

complex or sensitive issues or regulations.

EDUCATION AND EXPERIENCE:

Bachelor's degree in behavioral or social sciences, public administration, criminology, psychology, law enforcement or related field; Master's degree preferred. Five years of professional level corrections, juvenile or human social services experience including progressively responsible senior management experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

LICENCES, CERTIFICATES & OTHER REQUIREMENTS:

Valid Oregon State Driver's License. Ability to obtain Basic Certification as Probation/Parole Officer from the Bureau of Police Standards and Training within one year.

WORKING CONDITIONS:

Work is primarily performed in the office, but also requires traveling to meetings; occasionally required to subdue resistive minors and adults.

The county and the eleven cities are currently engaged in a long-range regional problem solving planning process and work is underway on a regional transportation plan.

To learn more, visit our website at www.jacksoncounty.org.

Complete job descriptions and applications are also available on our website. Please return your completed application (required) to:

Jackson County Human Resources
10 S. Oakdale - Room 208
Medford, OR 97501

or fax to (541)774-6455

Closes December 15, 2003

Community Justice Director



Jackson County invites you to consider an exciting new challenge in Oregon's beautiful and sunny Rogue Valley: the position of Community Justice Director.

We're looking for an innovative and proactive manager who will bring leadership and vision to the county's parole and probation, post-prison supervision, alternative sentencing and juvenile justice programs, including:

- ▶ Measurable results in reducing recidivism
- ▶ Community-oriented offender treatment and supervision
- ▶ Cognitive restructuring programs
- ▶ Collaboration with regional law enforcement agencies
- ▶ Innovation and entrepreneurship in the operation of detention and work center facilities

The retiring incumbent has built a well-deserved reputation as a pioneer in the community justice field, creating and developing programs aimed at reducing recidivism, correcting thinking errors among offenders and providing meaningful employment experiences for offenders. This successful candidate will build on this legacy of

creativity and leadership.

The successful candidate will have broad management experience; be fiscally responsible; open to ideas from all levels of the organization; and have the ability to promote the highest customer service ideals. In addition, the ideal candidate will be articulate, open-minded, decisive, be able to work with diverse groups, build coalitions and successful relationships internally and in the community.



Jackson County (population 182,000) is located in the southwest corner of Oregon and boasts some of the finest outdoor recreational opportunities in the world, on the Rogue River, and in the Cascade and Siskiyou Mountains. The county is also home of the internationally renowned Oregon Shakespeare Festival and the Britt Music Festival. Jackson County hosts many well-known corporations including Bear Creek Corporation - inventors of the famous Harry & David "Fruit of the Month Club" - and Kodak's revolutionary "dryview" x-ray plant. There are eleven incorporated cities and a large unincorporated industrial and residential center in the Jackson County Urban Renewal Area. The county's park system is the largest county park system in the state of Oregon.