

**POSITION DESCRIPTION
COUNTY OF MADISON, INDIANA**

POSITION: Executive Director
DEPARTMENT: Madison County Community Corrections (MCCC)
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: December 1997
DATE REVISED: November 2018

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Madison County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Executive Director of Madison County Community Corrections, responsible for directing the overall operations and personnel of the Community Justice Center (CJC) and the Madison County Correctional Center (overflow jail).

DUTIES:

Oversees daily operations and personnel of two separate buildings/programs: Community Corrections-Programs and 146 bed Work Release Facility; and Madison County Correctional Complex overflow jail that houses 132 male inmates, including operation of a kitchen and commissary.

Supervises and directs Community Correction staff of 24 full time/28+ part time and MCCC staff consists of 20 full time/15+ part time, including recruiting, hiring, managing work assignments, training staff, evaluating performance, reviewing salaries, maintaining discipline; and dismissing staff in accordance with personnel policies and procedures. Allocates staff to achieve the administrative goals adopted by the Advisory Board and contracts.

Prepares and monitors for full compliance all Department of Corrections (DOC) grant budgets, county budgets, project income budgets, community transition, and Misdemeanant Funds. Manages and monitors agency goals/objectives.

Provides technical and administrative guidance and troubleshoots various issues that arise with personnel, programming, policies and procedures.

Reports information/data to the Madison County Community Corrections Advisory Board, Madison County Judiciary, Madison County Commissioners, Council, and Indiana Department of Correction. Communicates directly as liaison to DOC officials and Advisory Board regarding new and existing programs, and financial reporting.

Prepares Indiana DOC Grant Application for adult and juvenile division, including narrative and budget sections for Men's Work Release, Women's Work Release, Community Transition, Adult Day Reporting, Electronic Monitoring, and Juvenile Program. Prepares grant applications with other funding sources: Madison County Coalition Against Substance Abuse and Madison County Community Foundation.

Monitors and reviews five program DOC grant budgets and grant compliance and closely monitor expenditures.

Prepares budgets for Madison County Correctional Complex and presents the budgets to the Madison County Council. Prepares and presents requests for "Authority to Spend" by requesting salary/appropriation ordinances to County Council.

Works with Coordinators in measuring the five programs performance metrics, program grant goals and objectives and continuous quality assurance of each program component (Work Release, Electronic Monitoring, Adult Day Reporting, Community Transition, Juvenile Alternative Program) for compliance of evidence based practices and DOC's best practices.

Reviews, revises, implements policies and procedures in collaboration with Supervisors pertaining to the grant expectations.

Manages and directs program supervisors in Community Corrections and the Security Supervisor at the MCCC Building. Recruits, interviews, evaluates, disciplines, and discharges staff in accordance to the County Handbook.

Meets with community correction Program Supervisors/Coordinators to revise and discuss improvement/recommendations needed for compliance of grant goals.

Works with judiciary, prosecutors, defense attorneys, County Commissioners, Probation, and Sheriff in developing additional programs and services to Madison County, as well as represents both CJC and MCCC at various meetings and community events. Maintains contact with the state community corrections for compliance of state funding received.

Researches, designs, and markets new programming, and projects the budget requirements to possible funding sources. Develops areas of interest, whereby financial support may be awarded from federal, state, and local government and from the private sector.

Monitors and reviews MCCC Jail budgets from County General Fund and Misdemeanant Fund and closely monitors expenditures for compliance of funds.

Prepares and distributes legislative information, data, and progress to the Community Correction Advisory Board and Personnel Committee.

Testifies in legal proceedings and/or court as required.

Performs related duties as assigned and/or required by law.

I. JOB REQUIREMENTS:

Bachelor's Degree from an accredited college or university in related field and/or equivalent combination of education and work experience; and five (5) years 'experience with progressive responsibility in program management and administration. Master's degree preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements of the Department, including passage of a drug test.

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

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

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.

Knowledge of evidence-based practices in corrections, and ability to apply that knowledge to Department operations.

Ability to prepare and administer grants, budgets and related financial projections; ability to prepare effective statistic, financial, and related progress reports. Ability to oversee multiple grant funding sources.

Ability to supervise and direct assigned staff, including recruiting, hiring, managing work assignments, training staff, evaluating performance, reviewing salaries, maintaining discipline; and dismissing staff in accordance with personnel policies and procedures.

Ability to effectively work and communicate (orally and in writing) with co-workers, Advisory Board members, Madison County Commissioners, Madison County Council, Auditor's Office, Probation Department, Problem Solving Courts Department, Parole, Indiana Department of Corrections Adult and Juvenile Division, officials from various governmental and social service agencies, program participants and their families, news media, and members of the general public.

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 occasionally work extended hours, evening and/or weekend hours, and travel out of town for training, conferences and meetings, sometimes overnight. Ability to serve on 24-hour call for program emergencies.

Ability to testify in legal proceedings and/or court as required.

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

II. DIFFICULTY OF WORK:

The incumbent administers operations and personnel in accordance with legal requirements and applicable guidelines of the Indiana Department of Corrections, exercising considerable judgment to assess and develop new programs, develop and manage program funding, and resolve problems within and relating to the program. Incumbent's work involves a wide variety of duties, often requiring careful consideration of unique situations and alternatives.

III. RESPONSIBILITY:

Incumbent is responsible for overseeing all grant, budget, user fees and financial operations, assessing and developing new programs and standard operating policies and procedures. Objectives are generally known, with highly unusual and/or sensitive situations discussed with Advisory Board and/or Indiana Department of Corrections. Work is reviewed for soundness of judgment, attainment of objectives, compliance with Department policy and legal requirements, and continuing effectiveness and quality of program operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with various agencies and groups including co-workers, Advisory Board members, Madison County Commissioners, Madison County Council, Auditor's Office, Probation Department, Problem Solving Courts Department, Parole, Indiana Department of Corrections Adult and Juvenile Division, officials from various governmental and social service agencies, program participants and their families, news media, and members of the general public for a variety of purposes, including engendering support for the Department and properly implementing Department policies and procedures.

Incumbent reports directly to the Madison County Advisory Board and functions under the general direction of the Indiana Department of Corrections.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent works in an office environment in a Work Release Facility and overflow Jail building, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, speaking clearly, hearing communication, and exposure to potentially dangerous, violent, and abusive program participants.

Incumbent occasionally works extended hours, evening and/or weekend hours, and travels out of town for training, conferences and meetings, sometimes overnight. Incumbent serves on 24-hour call for program emergencies.

APPLICANT\EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Executive Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes__No ____

Applicant/employee signature

Date

Print/Type Name

Please send Resume and Cover Letter to the Madison County Community Corrections Advisory Board President, Steve Koester, at skoester@MadisonCounty.IN.gov or mail to Steve Koester, Chief Deputy Prosecuting Attorney, Madison County Prosecutor’s Office, 16 East 9th Street, Anderson, Indiana 46016.

Deadline to submit materials is October 2, 2020.