

Job Posting: CSCD DIRECTOR, for Cass County, TX.

Job Description

Summary

The Director oversees all operations related to probation supervision for Cass County. Provides strategic vision and direction to staff in the effective development, implementation and attainment of the mission and goals of the department by delegating and reviewing the management of work assignments, and the delivery of broad and comprehensive services and resources by the department and the appropriate budgets.

Essential Duties and Responsibilities

- Directly responsible for management of employees in the department.
- Performs visioning or implementation tasks at a greater level or scope of organizational responsibility, which has a greater financial, policy, or impact of actions/tasks than lower positions.
- Develops and promotes services, policies and programs to improve the effectiveness and efficiency of the department.
- Conducts management analysis and problem solving of issues affecting the department. Assesses effectiveness of service delivery methods; identifies opportunities for improving service and implement improvements.
- Oversees the activities of managers/supervisors in the performance of all managerial functions to plan, organize, prioritize projects/tasks, acquire/assign staff, coordinate, review and control the department in full compliance with existing laws for achievement of both short and long term goals.
- Maintains good working relationships with other agencies, county, state and federal departments and keeps staff/supervisors informed of joint ventures/resources.
- Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy.
- Attends various meetings, represents the department on local/state and national boards.
- Oversees personnel matters which include hiring, employee evaluations, performance management, compensation, terminations, new hire training, disciplinary actions, personnel movement, and resolution of department employee disputes.
- Directs the development and administration of the department's annual budget, including capital and fixed cost expenditures, monitors costs and levels of staffing, equipment, materials and supplies, and monitors and approves expenditures as well as implementing cost saving programs.
- Performs all other related duties as required or assigned.

Minimum Requirements

TO APPLY, must have a **Bachelor's Degree or higher** in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, or sociology.

TO APPLY, must have Ten (10) full-time years of related progressive supervisory experience over personnel which includes Five (5) years of executive administrative experience in a community corrections agency. If no administrative experience, please provide explanation.

Must become certified within one year as a community supervision officer by the Community Justice Division of the Texas Department of Criminal Justice.

Must Meet and maintain CJAD training hours.

Recommendations:

- Experience in planning, organizing, directing, and evaluating activities and personnel.
- Expert knowledge of concepts, practices, and procedures related to probation/criminal justice.
- Spreadsheet and/or word processing software knowledge and appropriate utilization experience preferred with either specialized programs or general applications such as Microsoft Office Suite.
- Excellent, well developed, and articulate oral and written communication/presentation skills with ability to convey important information/concepts and positively influence other people such as co-workers or in internal/external groups or organizations.
- Well-advanced, highly effective inter-personal training, negotiation, conflict resolution, and leadership skills.

CSCD will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven (7) years and may include credit reports, motor vehicle records, employment records and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.

Physical Demands and Work Environment & Other Requirements

While performing the duties of this position, the incumbent is regularly required to walk, sit, stand, bend, stoop, grasp, lift, and reach with or without reasonable accommodation. Travels to other offices or professional events on a regular basis. Must be able to travel or move around county locations and travel to statewide or national events, being exposed to various changes in outside or inside climatic or environmental conditions.

Salary will be commiserate with experience. Range: \$80,000 to \$90,000, plus benefits.

<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p>UNTIL FILLED</p>	<p>For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p> <p>EQUAL OPPORTUNITY EMPLOYER</p>
<p>Resumes without an application form will not be accepted</p>	<p>Auxiliary aids and services are available upon request to individuals with disabilities.</p>