


Job Announcement

Harris County CSCD is seeking a strong, innovative, progressive individual to serve as Assistant Director for the department. The CSCD serves approximately 60,000 justice-involved individuals annually and has ~650 employees. The CSCD has built a progressive agency that is poised to leverage technology, research, and cutting edge reform to transform the way community supervision functions within the Criminal Justice System. Annual Salary \$135,000 to 170,000 with benefits.

	HARRIS COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT	Career Ladder: Administrative	Date: 04/13
	HUMAN RESOURCES / Job Description Manual	Level: Executive	# of Pgs: 1
		Job Title: Assistant Director Administration	

THIS IS NOT A CONTRACT POSITION. EMPLOYMENT AT WILL POLICY APPLIES

I. Basic Function:

Provides management direction to HCCSCD and HCCSCD units as assigned.

II. Organizational Relationships:

Reports to the Director.

III. Specific Responsibilities:

- Oversees and directs the day-to-day operations and administrative functions of a department through assignments to management personnel and by regular meetings to review each manager's progress on major projects and performance in his/her area of responsibility.
- Develops and implements agency policies and procedures (including chain of custody) to ensure supervision, assessment, and treatment services are delivered effectively and in accordance with CJAD standards, and established state and county laws and regulations.
- Works with managers and staff at all levels of the organization to explore solutions, resolve problems, redistribute resources, and adjust priorities to meet the changing program needs of the department and to ensure progress in meeting department goals and benchmarks.
- Serves as a principle advisor and decision maker in the development of personnel policies, staff selection, promotion process, and disciplinary processes.
- Participates in the development and administration of the department's budget, including the evaluation and projection of resources needed, expenditures, and recommend mid-year or other adjustments.
- Provides parameters and performance objectives for vendor contracts participate in the negotiation of new contracts, and ensure that vendor performance is being monitored to ensure compliance with the contract and County and State law.
- Oversees the development and execution of a cohesive community justice plan and research agenda to support agency policy and planning decisions.
- Maintains and review outcome data and department benchmarks through a review of monthly and quarterly reports, research and evaluation data, caseload audits, performance appraisals, and regular meetings with managers.
- Provides leadership, direction, and oversight in the development, cultural shift, and implementation of evidenced based practices in the department, County, State, and public safety continuum.

- Builds cooperative relationships with the judiciary, community providers, the defense bar, the Office of the Public Defender and the District Attorney, Sheriff's Department, police, education, social agencies, and other community stakeholders.
- Collaborates with criminal justice professionals and politicians throughout the State of Texas and the Nation to align public policy and resources with evidenced based practices.
- Provides fact sheets and testimony before various legislative committees regarding local and statewide community supervision performance outcomes, the impact of budget cuts on the local jails and the state prison population in admissions and costs.
- Provides expertise and education regarding evidence-based practices in community corrections to local and state leadership.

IV. Qualifications:

Mandatory: Advanced degree (Master's or Doctoral) from an accredited college/university in criminology, corrections, counseling, social psychology, clinical psychology, law, social work, sociology, or a related field. Must possess a strong command of evidence-based practices in criminal justice.

Must possess the state mandated qualifications for a Community Supervision (Probation) Officer. Five

(5) years of progressively responsible experience in Community Corrections or a related field.