

Program Manager I - Probation Services Division District Court

Job Requisition	R003218 Program Manager I - Probation Services Division District Court (Open)
Job Family	Job Category is M2 (ABS) Management / Supervisory
Start Date	07/16/2024
End Date	
Primary Posting	No
External Posting URL	https://clarkcountywashington.wd1.myworkdayjobs.com/ClarkCountyJobs/job/Law-Enforcement-Center/Program-Manager-I---Probation-Services-Division-District-Court_R003218
Description	

Job Summary

At District Court, we carry out our mission of serving the people of Clark County with a commitment to excellence. We are passionate about creating an inclusive work culture that celebrates and promotes diversity.

At District Court, we strongly believe in the value and the power of diversity, equity, and inclusion. We are committed to making them central to our mission and vision as we serve our community and each other.

We celebrate Diversity, because it brings innovation and offers unique perspectives and learning opportunities.

We are intentional with advancing equity, because it allows all of us to achieve great things while honoring individual uniqueness.

We champion inclusion, because when we belong, we are free to be our genuine best selves and build meaningful partnerships.

Find your calling with us!

This position will manage the Pretrial, Probation Services Specialist, and Court Assistant (Reception) units. Knowledge of pretrial services best practices is desired. This position reports directly to the Probation Services Division Manager and will be part of the Probation Services and District Court leadership teams and will participate in division and department wide planning and projects.

Responsibilities include assisting in the design and implementation of offender supervision and monitoring programs, supervision of staff, recruitment and selection, management of the disciplinary process, employee performance evaluations, and staff training. The manager is responsible for project management and the development of performance measures, data preparation and analysis, and presentation to stakeholders.

The Program Manager assists in writing and implementing policies and procedures consistent within legal requirements and departmental goals. The work involves coordination with court and criminal justice personnel and collaboration with community agencies to ensure effective implementation of programs. The Program Manager represents the department at various events such as meetings and hearings to ensure that departmental goals, views, and positions are served.

The Program Manager responds to the most sensitive inquiries and complaints and resolves operational and policy issues. The current position requires the knowledge of best practices in the field of pretrial services. This position receives general direction from the Probation Services Division Manager.

This position does have the option of having a hybrid remote work schedule, however, the candidate selected for this position MUST live in Washington or Oregon. No exceptions.

This position is open until filled with a first review date of August 5th.

Qualifications

Bachelor's degree and four (4) years of responsible management experience in probation and/or pretrial type services programs. A master's degree in Criminal Justice or a related field is highly desirable. This position works with offenders and high risk/needs populations.

The ideal candidate will have the following strengths:

- Four years of supervisory experience
- Four years of experience in best practices in the field of pretrial services and/or offender supervision
- Four years of experience in program planning, evaluation and performance measures
- Experience with Probation and Pretrial programs desired, including program development
- Excellent written and verbal communication skills

Knowledge of:

Principles and practices of public sector organization and corrections program operations; project management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget development, justification and control; application and interpretation of County, state and federal laws and regulations relevant to community based corrections; performance measures and program evaluation; personal computer applications including word processing, spreadsheet, and relational database programs; departmental policies procedures, trends and practices within corrections programs.

Ability to:

Effectively plan, assign, direct and evaluate the work of subordinates, including delegating responsibility

and authority; carry out policy directives to the governing authority in an effective and timely manner; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County staff; communicate and express ideas effectively - orally and in writing; prepare concise, clearly written reports, proposals and recommendations; assist in evaluating and developing programs; develop outcome measures and evaluation tools.

Selection Process:

Resume and other documents must be attached together in the 'Resume Upload' section of the application. Multiple files are allowed, but all applicant attachments must be uploaded simultaneously, as there is no way to edit or append uploaded materials after submitting the application.

Application Review (Pass/ Fail) - An online application is required. Attaching a resume does not substitute for a completed application; incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Practical Exam (Pass/Fail) - This recruitment may require a practical exam which will be job related and may include, but not limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Other Special Requirements: This position requires a valid driver's license and a successful criminal background check as required by law.

Oral Interview - The interview will be job related and may include, not limited to, the qualifications outlined in the job announcement. Top candidate(s) will continue in the process.

Employment references will be conducted for the final candidates and may include verification of education.

It is general policy of the County that new employees should be hired at the lower steps of the applicable range and advance through the range at the normal progression.

Examples of Duties

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Plans, develops and implements strategies and programs to accomplish department goals, priorities and objectives.
- Supervise staff; prioritizes, assigns and monitors work; evaluates performance; initiates and implements decisions regarding employee selection and discipline; ensures resources are available for department operations and provides staff training and cross-training.
- Coordinates department resources; developing, interpreting, monitoring, adjusting and implementing policies and procedures; managing daily operations; and serving as administrative adviser to department head and/or elected official.
- Represents the department at various events such as: meetings, hearings, training, and bid openings; and ensures that department goals, views and positions are presented.

- Confers with elected officials, department heads, local and state officials; coordinate activities with community groups; explains and promotes programs to the general public and population served.
- Evaluates department program(s); analyzes overall work load; ensures that activities are goal directed by prioritizing work assignments and adjusting resource allocation; and determines the need for additional resources or contract services.
- Prepares and administers operating and capital improvement budgets; estimates revenue and approves expenditures; researches additional funding sources; and writes grant proposals.
- Direct, coordinate and review the program work plan: meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Participates in community outreach efforts and activities as a community partner/agent of the County as applicable to the department assigned.
- Performs other related duties as required.

Salary Grade

M2.202

Salary Range

\$6,709.00 - \$9,391.00- per month

Close Date

Open Until Filled

Recruiter

Leslie Harrington Smith

Email:

Leslie.HarringtonSmith@clark.wa.gov

Equal Opportunity Employer

Clark County is an equal opportunity employer committed to providing equal opportunity in employment, access, and delivery of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/human-resources/documents>.

Employee Benefits and additional compensation

Clark County provides regular full-time and part-time employees with a comprehensive benefits package which includes medical, vision and dental insurance, paid leave, flexible spending accounts, life insurance and long-term disability, retirement, and deferred compensation. Some types of employees in some positions and bargaining units might have different benefits and additional compensation. More specific benefit information for the different bargaining units can be found at <https://clark.wa.gov/human-resources/employee-benefits>. Also please refer to the specific bargaining unit contract for additional compensation at <https://clark.wa.gov/human-resources/documents>.

Retirement Information

All Clark County employees must participate in a WASHINGTON STATE RETIREMENT SYSTEM PLAN (PERS, PSERS or LEOFF). Employee contributions begin the first day of work. Current contribution rates vary by plan but could range from 5% to 15% of gross pay, depending on the plan choice.

For additional information, check out the Department of Retirement Systems' web site here: <http://www.drs.wa.gov/>

If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (564) 397-2456; Relay (800) 833-6388.

Worker Sub-Type	Regular
Remote Type	Partially Remote (Washington/Oregon Only)
Location	Law Enforcement Center
Time Type	Full time
Locations	
Supervisory Organization	Probation Services (Star Felty)