

## JOB DESCRIPTION

TITLE: Criminal Justice Coordinator

DEPARTMENT: Administration

REPORTS TO: Douglas County Administrator; CJCC Committee

EFFECTIVE DATE: April 2016

POSITION SUMMARY: Specialized, senior level management position is responsible for and/or oversees the collection and analysis of data from criminal justice agencies for the purpose of identifying and researching policy and programmatic changes to enhance the efficiency and effectiveness of the criminal justice system. Plans, develops, coordinates, and evaluates programs that serve adult and juvenile offenders in order to promote a range of productive and rehabilitative options for use by the criminal justice system. Provides logistical and staff support to the County Criminal Justice Coordinating Council (CJCC). Maintains communication and ongoing proactive working relationships with stakeholders in the community and CJCC partners.

### ESSENTIAL FUNCTIONS (Illustrative only):

- Develops and coordinates the planning and implementation of Criminal Justice Coordinating Council (CJCC) initiatives and activities under the direct supervision of the CJCC Committee
- Works collaboratively with the CJCC and partners to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with the CJCC mission and goals
- Implements the goals, priorities, work plans, programs, and organizational structures of the CJCC by working collaboratively with the CJCC and multiple County departments at varying levels of management
- Recommends changes and improvements to criminal justice practices & procedures in Douglas County to the CJCC, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices
- Monitors the CJCC work plan and provides progress reports to the CJCC
- Obtains and analyzes data and information on existing County criminal and juvenile justice programs, including alternatives to incarceration programs
- Recommends programmatic, policy, procedural, or legislative changes based on the analysis of data, opinion surveys, and summary or historical research
- Prepares and/or oversees the development of grant applications to support the CJCC's mission
- Researches and analyzes critical issues identified by the CJCC and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJCC and its committees and subcommittees
- Prepares operational and statistical reports to support recommendations
- Monitors new policies and legislation at the state and local levels and forecasts, using supporting data when possible, the potential effect of legislation or policies on the local justice system and its constituent agencies
- Promotes, evaluates, and facilitates consumer and stakeholder involvement
- Makes oral and written presentations to the CJCC, the County, and the community
- Provides professional consultation to the CJCC and other governing committees and subcommittees as necessary
- Assists the CJCC Chair, and committee chairpersons with the development and posting of agendas, meeting minutes, and other correspondence

- Attends all relevant meetings
- Ensures compliance with Open Meetings and Open Records Laws
- Represents the CJCC, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars
- Collaborates with governmental, judicial, and private agencies to coordinate services and assist in the resolution of problems, questions, or requests related to services provided
- Works with the CJCC to analyze business and automation needs
- Participates in researching and evaluating alternatives and joins in making recommendations for needed equipment and software
- Assists in development and management of the design and functionality of various department website pages and databases
- Receives and forwards complaints and other types of disputes regarding program services to appropriate parties
- Supervises staff assigned to the CJCC
- Performs other related duties as required or assigned

#### WORK ENVIRONMENT:

- Sedentary with occasional walking and standing in a general office setting
- Occasional travel is required

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local criminal justice systems and county government
- Knowledge of principles, practices, procedures and philosophies of public administration
- Knowledge of ethical guidelines applicable to the position as outlined by professional standards, federal, state and local laws or ordinances
- Knowledge and understanding of County, State court, and criminal justice systems, their agencies and their processes
- An understanding of evidence-based practices and research supporting data-driven decision making
- Excellent organizational and interpersonal skills
- Skill in data collection and analysis, with the ability to develop and effectively present information clearly and in a compelling manner
- Skill in the preparation, presentation and administration of budgets
- Skill and proficiency with Microsoft Word, Excel, and PowerPoint
- Staff supervisory skills
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables
- Ability to work as an effective and collaborative team player
- Ability to write and speak effectively, including the ability to conduct effective meetings
- Ability to establish and maintain effective relationships with government officials, union officials, employees and the general public
- Ability to use established research methodology to test hypotheses and present findings
- Ability to counsel the CJCC to maintain a scope of work that is consistent with its mission
- Ability to meet deadlines consistently
- Ability to work the allocated hours of the position

#### DESIRED QUALIFICATIONS:

- Experience working in the criminal justice system, public administration or human services field
- Experience in the preparation and development of a variety of statistical analyses, metrics and reports related to criminal justice and/or social services programs
- Experience in researching, writing, and administration of grant requests
- Experience working in a governmental setting
- Experience conducting data analysis and program evaluation
- Demonstrated experience and success in the implementation of strategic planning
- Professional experience in budget management
- Degree in Public Administration, Criminal Justice, Social Work, Public Administration, Political Science or other closely related field (Bachelor's required; Master's preferred)

#### LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Appointment will be conditional upon successful completion of criminal and caregiver background checks
- Must possess and maintain a valid Motor Vehicle Operator's license and acceptable driving record