

**POSITION      EXECUTIVE DIRECTOR**

**REPORTS TO:** Chariman of the CJCC

**NATURE OF WORK:**

Under the general direction of the CJCC membership, promote and foster cooperation and coordination between separate governmental units and agencies, and affect improvement in the criminal justice system through planning, analysis, technical assistance, training, information management and such other services as requested by the governmental units served.

Plan, organize and control all activities of the CJCC which include, but are not limited to, the Regional Planning Unit (RPU); and the Northwest Ohio Regional Information System (NORIS).

**SPECIFIC POSITION REQUIREMENTS:**

Bachelor's degree or higher in either Business Administration, Public Administration, Information Systems or other related field from an from an accredited college or university, with five years of recent experience in the criminal justice field combined with either project or system management, and progressive upper level administrative experience, including fiscal, organizational and personnel management. Strong preference will be given to an applicant, who in addition to the above requirements, possesses five years of recent experience with automated criminal justice systems, and experience in the public sector, governing boards and seeking outside funding opportunities.

**DUTIES:**

1. Responsible for analyzing and defining local criminal justice problems and developing recommendations to address the problems.
2. Responsible for encouraging joint activities among all jurisdictions within Lucas County for the solution of mutual problems within the criminal justice system.
3. Responsible for providing strong leadership, supervision and technical assistance to all CJCC employees in all areas including fiscal, grant management, personnel and general management principles and practices.
4. Responsible for ensuring compliance with all applicable federal, state and local laws as they relate to the CJCC and its employees.
5. Responsible for the monitoring and evaluation of on-going projects, services and contracts.
6. Perform other duties as required to meet the goals and objectives of the CJCC.