

EXECUTIVE DIRECTOR, CRIMINAL JUSTICE COMMISSION

NATURE OF WORK

This is highly responsible professional and administrative work developing and coordinating criminal justice policies and programs of the Palm Beach county Criminal Justice Commission in order to prevent crime and/or reduce the impact of crime in the County.

An employee in a position allocated to this class is the spokesperson for the Criminal Justice Commission and is responsible for the conceptualization, planning, organizing, developing, promoting and monitoring programs and policies approved and/or recommended by the Palm Beach County Criminal Justice Commission to prevent and/or to effect the reduction of crime in Palm Beach County. Work is performed with considerable independence, judgment, discretion and initiative in unison with the Criminal Justice Commission, agencies operating within our criminal justice system and other local, state and federal agencies.

The position will report to the Chair and the Executive Committee of the Criminal Justice Commission.

EXAMPLES OF WORK

Spokesperson for the Criminal Justice Commission with agencies within Palm Beach County.

Initiates, organizes and directs research and fact-finding projects to review and evaluate existing systems and programs within the criminal justice system; assists in the coordination of systems and programs within the scope of the Criminal Justice Commission for approval by the Board of County Commissioners.

Coordinates and interacts with the task forces and subcommittees within the Criminal Justice Commission who analyze and evaluate programs and systems within the scope of the Criminal Justice Commission.

Maintains interaction regularly with the Criminal Justice Commission and its Executive Committee to advise on all matters relative to political, social and economic impact of crime.

Reviews and comments on all grant requests for programs and systems within the scope of the Criminal Justice Commission.

Makes recommendations regarding legislation and comprehensive plans dealing with systems and programs within the scope of the Criminal Justice Commission.

Acts as liaison between the Criminal Justice Commission and agencies under the auspices of the Board of County Commissioners.

Recommends the hiring, termination and promotion of staff and prepares their performance evaluations.

Directs, monitors and controls Criminal Justice Commission staff efforts to meet on all goals and objectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of all aspects of the criminal justice system including, but not limited to, prosecution, defense, judiciary, law enforcement and corrections, community concerns and crime prevention.

EXECUTIVE DIRECTOR, CRIMINAL JUSTICE COMMISSION - CONT'D

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D

Thorough knowledge of recent criminal justice legislation, developments, literature and sources of information.

Thorough knowledge of grant procedures and administration.

Ability to be the spokesperson for the Criminal Justice Commission.

Ability to conceptualize, promote and implement policies and programs established by the Criminal Justice Commission and to make recommendations for improving the criminal justice system in Palm Beach County.

Ability to review, research and evaluate existing programs of the criminal justice system and to coordinate law enforcement and crime prevention efforts.

Ability to present findings clearly and concisely in written and oral form.

Ability to effectively interact with federal, state and local officials and members of civic and business organizations.

Ability to evaluate grant requests emanating from the County's criminal justice community.

Ability to interpret and analyze legislation, rules and regulations as they pertain to criminal justice.

Ability to plan, direct and supervise the work of others engaged in a variety of specialized criminal justice functions.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a post baccalaureate degree in Criminology, Public Administration, Law or related field; thorough high level experience in all phases of criminal justice systems including, but not limited to, defense, prosecution, judiciary, law enforcement and corrections; experience in public or media relations; demonstrated ability to be the spokesperson for the Criminal Justice Commission; or any equivalent combination of related training and experience.