

Community Corrections Director

\$94,966 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Colonial Community Corrections Agency seeks an individual to perform advanced official and administrative work providing overall leadership and strategic direction to the local adult criminal justice services including community corrections, pretrial services, offender transitional services, substance abuse evaluation and treatment services, and criminal justice planning services.

Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing, and assigning work and related activities.
- Provides overall program development and administration of the local adult criminal justice services to include community corrections, pretrial services, offender transitional services, substance abuse evaluation and treatment services, and criminal justice planning services.
- Serves as staff person to the Community Criminal Justice Board (CCJB); assists criminal justice planner with scheduling board meetings and developing agenda for regular and subcommittee meetings, serves as liaison between CCJB, the Department of Criminal Justice Services (DCJS), criminal justice agencies, local government, and community agencies.
- Develops and implements new programs and services for offenders and defendants on the basis of objective needs assessments to include developing policies and procedures for pre-and post-dispositional criminal justice services.
- Prepares and submits required or requested statistical, evaluation, financial or progress reports to DCJS and/or to local units of government; prepares and submits annual budgets and required budget amendments requests to DCJS; approves and monitors financial transactions.
- Administers all grants handled by the agency, assures compliance with all standards and reporting requirements, document grant activities, account for use of funds and develop work plans.

Requirements

- Any combination of education and experience equivalent to a Bachelor's Degree in criminal justice, human services, public administration or related field; extensive experience in adult probation, criminal justice or related field, preferably in a supervisory capacity; Master's Degree preferred.
- Must possess, or be able to obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff; and of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in organization; analytical thinking; interpersonal relationships; use of computer software including Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing to individuals, groups, and the general public; lead teams and facilitate groups; make sound decisions; establish and maintain working relationships with employees, department heads, County officials and representatives from the private sector or other jurisdictions and the public.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 09/04/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>