

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 04/18/11

ALTERNATIVES TO INCARCERATION WORK ORDER DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Sheriff's Office. The incumbent in this class is responsible for the effective and efficient operation of the division which develops Alternatives to Incarceration (ATI) initiatives. The Director is responsible for the development, implementation and monitoring of the County's ATI plans, systems and related programs. The incumbent also provides staff support to the County Criminal Justice Council. The Director works closely with and facilitates the coordination of the organizations involved with ATI case processing. Work further involves responsibility for assuring timely and accurate statistics of activities and trends of ATI and County Jail Population. The director reports directly to and works under general supervision of the Sheriff, Undersheriff or designee. The incumbent performs related works as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and assures the implementation of the County Alternative to Incarceration (ATI) initiatives, programs and policies;
Solicits, develops and writes governmental and foundation grants and renewals to fund ATI operations and programs;
Provides liaison with Federal and State and local agencies and the community;
Develops and facilitates mechanisms for cross-systems coordination;
Develops, maintains and monitors operational protocols to assure appropriate targeting of populations to be served, efficient case processing, standardized referral mechanisms and the maintenance of confidentiality;
Develops and monitors ATI contracts in the department;
Works with County Departments to develop contract mandates and provides contract management support with regard to community based agencies providing ATI services;
Maintains a management information system for targeting ATI responses, identifying trends and supporting policy decisions;
Prepares quarterly and other reports regarding ATI activities and impact on County Jail population;
Develops and facilitates additional advisory groups as necessary to promote community input and effective programming.
Provides reports to the County Criminal Justice Council and responds to informational requests as necessary;
Develops, maintains and monitors the Program's operational guidelines, standards, policies, and procedures;
Assures that appropriate records are maintained and made available to local and State agencies;
Provides staff support to appropriate Criminal Justice Council subcommittees;
Provides direct supervision over and conducts performance reviews of Program staff;
Coordinates and supervises the use of electronic monitoring system for those ATI clients placed on home detention by the Court.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of existing alternatives to incarceration services and agencies; good knowledge of the criminal justice system and case processing; good knowledge of the conditions, characteristics and needs of individuals coming through the criminal justice system; good knowledge of existing community-based agencies and resources and their capacity to serve individuals within the criminal justice system; working knowledge of data collection and statistical interpretation processes; ability to plan, coordinate and implement programs and policies; ability to solicit and develop grants; ability to communicate well both orally and in writing; ability to establish and maintain effective professional relationships especially with government and community agencies; ability to develop and maintain a management information system; ability to prepare statistical and narrative reports; ability to resolve conflicts; good judgment; tact and negotiation abilities; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Social Science, Social Work, Human Services or Public Administration **AND** one (1) year of experience managing the delivery of community services to special populations*; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Social Sciences, Social Work, Human Services or Public Administration **AND** three (3) years experience as stated in (A) above.

***Managing ... special populations** - the ability to guide and coordinate worker activities and organizational or program policies, rules, practices, methods, and standards. Special populations are individuals with recurring problems with the criminal justice system, and/or those in need of community services such as basic assistance, vocational assistance, housing, education, employment, mental retardation and/or developmentally disabled services, and drug and alcohol counseling.

NOTE: Verifiable part-time and/or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Eligible for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.

Adopted: 03/26/93
Revised: 11/13/03, 04/18/11