

## **DIRECTOR OF COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT**

### **Description**

**Starting Salary:** Commensurate with qualifications and experience

The Anderson/Houston County CSCD is a special purpose district serving a Board of Judges comprised of the presiding Judges of four District Courts and two County Courts at Law and two County Courts having jurisdiction in the Counties of Anderson and Houston. The Director is appointed by the Board; provides oversight of the CSCD through the management of a combination of budgets; and appoints personnel to conduct the professional, clerical, and other work of the Department.

**Anderson County CSCD is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion age, or disability in employment or the provisions of services.**

### **Responsibilities**

- Overseeing the daily operations of the department.
- Preparing annually or biennially a budget for the department.
- Negotiating and entering into contracts on behalf of the department.
- Establishing policies and procedures for all functions of the department.
- Developing personnel policies and procedures, including disciplinary proceedings.
- Establishing procedures and practices through which the department will address an employment-related grievance.
- Employment of a sufficient number of officers and other employees to conduct presentence investigations, supervise and rehabilitate defendants placed on community supervision, and enforce the conditions of community supervision.

### **Education and/or Experience**

A CSCD Director must meet the minimum Standards for Officers as codified in Section 76.005 of the Texas Government Code and be eligible for such employment per the Title 37, Part 6, Chapter 163, Rule § 163.33 of the Texas Administrative Code, as follows:

- Have acquired a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
- Not be a person employed or volunteering as a peace officer or work as a reserve or volunteer peace officer.
- Be eligible to supervise offenders in accordance with Texas Criminal Justice Information Services (CJIS) Access Policy.
- Become certified and attend professional training to maintain certification.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Educational and/or professional background with emphasis in public administration.

- As per Section 509.007 of the Texas Government Code, submit a strategic plan that is approved by the Board of Judges and found to be acceptable to Texas Department of Criminal Justice – Community Justice Assistance Division.
- Maintain professional working relationships with District, County Court at Law and County Judges.
- Coordinate activities of the Department.
- Demonstrated experience in the operation, administration, and fiscal management of a CSCD including knowledge of the goals, policies, and procedures of a CSCD.
- Ten years' CSCD experience with at least five years being in management or mid-management.
- Maintain professional working relationships with officials representing entities such as the State (e.g., TDCJ-CJAD), other CSCDs, other Counties, Municipalities, Civic/Human Service/Social Organizations, and the Citizenry.
- Professional representation of the Department with the general citizenry including those who are victims of offenses committed by the population served by the CSCD.
- Knowledge of federal and state laws and rules, regulations, procedures, and systems involved in the preparation and disclosure of case records and related documents.
- Knowledge of best practice principles, techniques, procedures and trends in community supervision and casework involving justice involved individuals.
- Knowledge and experience to supervise grant preparation, operation, and maintenance.
- Maintain full compliance with the TDCJ-CJAD Standards.
- Maintain full compliance with the TDCJ-CJAD Financial Management Manual.
- Ensure all statistical data is consistent with statutory requirements and TDCJ-CJAD Standards.
- Attend all related trainings for the duties and responsibilities of the position.
- Travel to attend meetings, seminars, and conferences, as necessary.
- The ability to speak effectively in public.
- Responsible for responding to any request from the news media for information regarding a CSCD employee or the operation of this department.
- Computer skills including working knowledge of spreadsheets, word processing, databases, and programming.
- Must be prepared to perform all duties and assignments through regular attendance at work.
- Any other duties as required by statute and/or requested by the Board of Judges.

Please email resumes to: [mcross@co.anderson.tx.us](mailto:mcross@co.anderson.tx.us)

Closing date: November 25, 2022 @ 5:00 p.m.

\*\*\*\*\* Phone calls will not be accepted. \*\*\*\*\*