**Lee County Alternative Sentencing Board**

Job Announcement

*The Lee County Alternative Sentencing Board (ASB) is seeking applicants for the position of the Lee County Alternative Sentencing Board Director.* The Board offers alternative sentencing resources for Lee County defendants to include the Court Referral Program, Lee County Drug Court and Lee County Veterans Court. The Board is dedicated to providing quality and innovative programming and resources that benefit the County and the participants they serve. The Board is seeking a highly skilled, motivated, and enthusiastic director to guide the Board in its expansion of services and resources. Candidates must be a strong and effective communicator, both written and verbal, with excellent interpersonal skills. They must have a demonstrated ability to work independently, as well as maintain a positive working relationship criminal justice system partners. Strong staff management skills and attention to detail and follow-through is required of candidates. This position is in Opelika, Alabama and offers a salary and full benefits.

**Apply To:** Cover letters and resumes should be submitted to:

Patricia L. Campbell

Court Administrator

2311 Gateway Drive

Suite 201

Opelika AL 36801

Trish.campbell@alacourt.gov

**Closing Date:** Applications must be received by 5 p.m. CST

October 15, 2021

**Lee County Alternative Sentencing Board**

**Job Description**

**Job Title:** Lee County Alternative Sentencing Board Director

**REPORTS TO:** Lee County Alternative Sentencing Board

**STARTING SALARY RANGE:** $65,000 - $75,000

**NATURE OF WORK:**

Under the supervision of the Lee County Alternative Sentencing Board, this position will be responsible for the CRO Program, Drug Court Program, Veterans Court Program, and the Drug Testing Program. The director will handle all management aspects for the programs to include but not limited to personnel, budgets, and statistical reporting and other duties as outlined by the Board. The director will communicate with the Board quarterly to provide operation updates.

**ESSENTIAL FUNCTIONS:**

*The following is not intended to serve as a comprehensive list of all duties to be performed by employee in this position and is only a summary of the primary duties and responsibilities. Employee may not be required to perform all duties listed and/or may be required to perform additional, position-specific duties.*

* Develops, implements, coordinates, and evaluates the effectiveness of the CRO Program, Drug Court Program, Veterans Court Program, and Drug Testing Program.
* Develops personnel management system for Board employees. Prepares job descriptions, pay ranges, performance evaluations, disciplinary procedures, and employee expectations.
* Performs supervisory duties with Board employees to include annual employee evaluations, pay recommendations to the Board, and disciplinary procedures.
* Responsible for recruiting, hiring, and firing Board employees.
* Directs the development and maintenance of program standards, operating procedures, and rules.
* Researches and implements new programs with advice and consent of the Board.
* Conducts program budget analyses; forecasts revenue, expenditures, and fund balances; applies budget strategies.
* Prepares, administers, and monitors the Board budget; prepares annual budget.
* Researches grant opportunities. Coordinates the preparation and monitoring of grants. Develops and implements grant revenue and expenditure tracking procedures. Prepares and maintains a variety of grant documentation.
* Monitors and ensures the Board’s compliance with applicable grant funding and reporting requirements, files grant reporting information with corresponding agencies.
* Coordinates and performs technical functions involving the negotiation, monitoring, and administration of contracts for the Board.
* Develops and administers community support for Board programs; supervises employees in community outreach activities and promotional events coordination.
* Prepares press releases and/or other public relations and program marketing materials.
* Maintains the Board data collection system; compiles and analyzes statistical data.
* Prepares and maintains program records, reports, and documentation.
* Prepares and presents an annual report to the Board inclusive of budget data and program summaries for the year.
* Coordinates and attends quarterly Board meetings, prepares agenda, notifies Board members and other tasks as assigned.

**WORKING ENVIRONMENT/PHYSICAL DEMANDS:**

Work is performed in and around the Justice Center and in the field when conducting home and office visits; subject to sitting, standing, bending, reaching, and lifting.

**EMPLOYMENT STANDARDS:**

* Graduation from an accredited college/university with a bachelor’s degree
* Consideration will be given to advanced degrees and other training or course work
* Three years of management experience, which includes budgeting and employee supervision and evaluation
* Valid Driver’s License

**KNOWLEDGE AND SKILLS:**

Knowledge of:

* Court system and law enforcement
* Methods and practices of criminal justice
* Federal and state personnel management standards and regulations
* Budgetary standards and regulations

Skills in:

* Planning, assigning, and supervising staff engaging in a variety of activities at multiple locations.
* Developing, implementing, and administering programs.
* Coordinating the delivery of interagency services.
* Administering program contracts, budgets, and grant funding.
* Performing a variety of community outreach and public relations functions.
* Dealing firmly and courteously with the public, news media, public officials, and other in the course of program operations.
* Administering program contracts, budgets, and grant funding.
* Establishing and maintaining effective working relationships with other staff, judges, county officials, outside agencies, community organizations, and the public.
* Communicating effectively verbally and in writing.
* Analytical skill to read, understand, interpret, and apply laws, policies, rules and procedures.
* Ability to work independently under broad supervision by the Board.
* Ability to use independent judgement and initiative.

While the Lee County Commission may provide administrative services to the Lee County Alternative Sentencing Board (ASB), this position is an employee of the ASB and not an employee of the Lee County Commission.

The Lee County Alternative Sentencing Board is an Equal Employment Opportunity Employer that encourages applicants from diverse backgrounds to apply. The ASB is a drug-free workplace and conducts drug/alcohol testing.