



CCC PROGRAM ADMINISTRATOR

345

DEPARTMENT: Community Services/Colonial Community Corrections (CCC)

NATURE OF WORK:

Performs advanced professional and managerial work in developing and administering the local Community Corrections Program.

Work is performed under the general supervision of the Manager of Community Services and the Community Criminal Justice Board.

ESSENTIAL FUNCTIONS OF THE JOB:

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.

Coordinates the work of the CCJB and the criminal justice planner with the local judiciaries, Commonwealth Attorneys, District Probation and Parole Officers, Sheriff, Criminal Justice agencies and services, local units of government, and public/private agencies.

Develops and implements new programs and services for offenders and defendants on the basis of objective needs assessments.

Develops policies and procedures for pre-and post-dispositional criminal justice services.

Supervises Probation Officers, Pretrial Officers, the Criminal Justice Planner, Substance Abuse Treatment staff, support and contractual staff to include monitoring and evaluating employee work performance and the hiring and termination of employees as needed.

Monitors Probation Officer's and Pretrial Officer's progress with offenders and defendants, evaluating and monitoring the enforcement of the offender's behavior and compliance with supervision; monitors documentation of supervision and compliance with the terms of Behavioral Contracts. Monitors investigator's progress with defendant interviews and provides technical support and guidance.

Researches, screens, and recruits service providers; purchases routine Offender and Defendant services, agency equipment and supplies.

Develops appropriate community service sites for offender placements. Monitors the reporting of offender/defendant serious incidents.

Provides CCJB members and program staff with available information and opportunities regarding orientation and training.

Develops and updates the local CCC Program Policies and Procedures Manual as needed.

Maintains computerized management information systems.

Develops goals and objectives for agency's programs and develops activities and strategies to accomplish mission and goals.

Monitors maintenance of centralized client (offender and defendant) record system. Monitors client record retention and disposal system.

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.

Researches and secures grants and/or funding to support needed programs. Coordinates research, writes grants, meet needs identified by localities and CCJB, and defends proposals.

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.

Develops and maintains in-house records accounting system of program expenditures.

Makes oral and visual presentations to local community groups on behalf of local Community Corrections Program.

Serves on local task forces and committees as needed and required.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Operates telephone, LANS equipment, computer keyboard, FAX, also-sensor (breathalyzer) and drug screen equipment to detect alcohol and drug consumption. Drives County vehicle.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of criminal justice administration.

Knowledge of local computer networking systems.

Knowledge of interviewing and assessing offender and defendant behavior.

Knowledge of psychological tests and measures necessary to understand interpretive material supplied by consultants.

Knowledge of personnel management.

Knowledge of the grant writing process.

Knowledge of principles and practices of fiscal management.

Knowledge of principles and practices of procurement.

Knowledge of statistical analysis and computer applications.

Ability to supervise the work of others.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective relationships with local and state officials, community groups, the public, and clients.

Ability to develop and monitor criminal justice activities, services, and programs.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in criminal justice, Human Services, Public Administration or related field, and considerable experience in adult probation, criminal justice, or related field, preferably in a supervisory capacity; or the equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must have a valid Virginia driver's license and an acceptable driving record based upon James City County's criteria.

Requires background investigation.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: CCC Program Administrator
Department: Community Services

Position Number: 345
Division: Colonial Community Corrections

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II.

Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public vendors, supervisors and/or other employees
 - Not essential to job function
- 2. Reading:** (ability to read and understand text)
- Essential to job function
 - Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand									
Sit									
Walk									
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			