



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Director of Blue Ridge Court Services	DEPARTMENT: Blue Ridge Court Services
IMMEDIATE SUPERVISOR: Deputy City Manager	GRADE/RANK: 20
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

This position provides overall management, supervision, and administrative oversight of Blue Ridge Court Services and staff. Blue Ridge Court Services provides local probation services, pretrial services, reentry services, home electronic monitoring, restorative justice services, drug court services, therapeutic docket services and domestic violence services for defendants, offenders and community stakeholders in the 25th Judicial District of Virginia. Work is performed under the supervision of the Deputy City Manager of the City of Staunton.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Works with the Blue Ridge Criminal Justice Board in researching, developing, and implementing effective community corrections programming for the Central Shenandoah Valley;
- Manages Blue Ridge Court Services fiscal affairs and ensures sound, realistic financial planning;
- Plans, organizes, implements, directs and evaluates service delivery and other BRCS activities pursuant to BRCS's mission;

- Develops and maintains a cooperative relationship with criminal justice leaders, media representatives, other community organizations, and the community at large;
- Maintains awareness of the criminal justice system and of resources for defendants, offenders and other appropriate persons;
- Provides effective personnel management, including supervision standards, training and development, goal setting, performance review, and evaluation;
- Provides leadership and management of BRCS's resources, and coordinates day-to-day operations of the office;
- Interprets BRCS's programs to the community and to allied organizations and individuals;
- Serves as staff of the Blue Ridge Criminal Justice Board, ex-officio member of all BRCJB Committees, and serves as a liaison between the BRCJB and BRCS personnel;
- Maintains knowledge of developments and innovations in the field, including legislation and law on the state and federal level affecting BRCS and its programming, and brings such information to the attention of the BRCJB, BRCS personnel and other appropriate community individuals or organizations;
- Develops and maintains policies and procedures for the effective functioning of BRCS within the scope of the purposes set forth by the Department of Criminal Justice Services;
- Recognizes the role of BRCS's volunteers and interns and participates in their recruitment, screening, training and supervision;
- Shares responsibility for all program developments, inquiries, complaints, and requests of the various programs with the Program Managers;
- Shares responsibility for the maintenance of offender/client/defendant files and computer database management system with the Assistant Director and Program Managers;
- Adapts, modifies and changes in accordance to "best practices" as they are implemented within Blue Ridge Court Services;
- Treats all people with respect, and displays a professional demeanor that is conducive to motivating the offender to change;
- Shares responsibility with all staff for the successful operation of this agency;
- Represents Blue Ridge Court Services and the Blue Ridge Criminal Justice Board in a positively in public at all times and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence-based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing and database management systems. Possesses the

ability to train/coach/mentor junior staff with the department to convey knowledge and build skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrated proficiency (positive performance evaluation) and knowledge base of community corrections. Must have a minimum five years of experience in community corrections. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of or ability to acquire VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Hearing is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

This position is responsible for supervision/oversight of the BRCS staff.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources Officer

Revised Date: 2019