



WORKING TITLE: DEPARTMENT OF COMMUNITY JUSTICE DIRECTOR	CLASSIFICATION: DEPARTMENT OF COMMUNITY JUSTICE DIRECTOR
DEPARTMENT: COMMUNITY JUSTICE	DIVISION: COMMUNITY JUSTICE
PAY RANGE: PROBM15	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8742
PPE: PER WORK LOCATION	REVISION DATE: AUGUST 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Supervises, directs, and manages the Yamhill County Department of Community Justice (YCDCJ), which consists of the following components: adult parole and probation, adult jail work release, jail work crew program, juvenile probation, juvenile detention, and juvenile community service program. Prepares and administers the YCDCJ department budget annually with the county and biennially with the Department of Corrections. Performs administrative duties related to policy development, strategic planning, grant writing and reporting, and operations. Responsible for implementation of legislatively mandated law changes in operations and evidence-based practices and programs. The Director acts as Supervisory Authority with the County Sheriff, pursuant to Oregon Revised Statutes, and as designated by County Board of Commissioners.

SUPERVISION RECEIVED:

Works under the general direction of the County Administrator and Board of Commissioners.

SUPERVISION EXERCISED:

Exercises full supervision over all assigned personnel and functions in the Department of Community Justice.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Supervises staff responsible for the adult parole and probation, work release and work crew component of the department, as well as juvenile probation, juvenile detention and juvenile community service programs. Responsible for operation and policy decisions within the jurisdiction of state and federal laws, county personnel rules, local court policies, Interstate Compact agreement, Board of Parole and Post-Prison Supervision policies, Oregon Youth Authority, Oregon Department of Education and Department of Corrections guidelines for administering community corrections state Grant-In-Aid funds.
- Develops, implements, and modifies operating procedures and policies as needed.

- Fosters positive working relationship with local criminal justice partners, state-wide partners and agencies as well as the community at large.
- Prepares, presents, and administers the annual departmental budget to the Budget Committee and County Commissioners.
- Speaks before various civic groups and interested parties to explain the philosophy and programs of the YCDCJ department.
- Participates in county and department leadership team meetings and projects.
- Coordinates the Local Public Safety Coordinating Council and appointed oversight groups (LPSCC Sub-committee) per ORS 423.560.
- Participates as an appointed member of Local Alcohol and Drug Planning Council.
- Participates in the Oregon Association of Community Corrections Directors (OACCD), Oregon Juvenile Department Directors Association (OJDDA) and various regional director meetings and related work groups.
- Maintains responsibility for creation of DOC Biennial Plan for submission and approval of the Oregon Department of Corrections.
- Works closely with County Administrator and County Commissioners, including YCDCJ liaison Commissioner. Provides regular department updates as needed.
- Assists with ongoing staff recruitment, training, and retention.
- Collaborates closely with FOPPO (adult PO staff), YCJDW (detention staff), and YCEA/AFSCME in ongoing union relations, performance issues, investigations, and disciplinary issues. Represents the county bargaining team at each new FOPPO and YCJDW union negotiations.
- Develops and assists with procurements, RPFs, and contracts for projects and services as needed.
- Applies for and writes grants to explore evidence-based program implementations, maintenance, and overall budget stability. Is responsible for final grant application submissions and ongoing required grant reporting for each awarded.

JOB SPECIFICATION

KNOWLEDGE OF:

- Adult and juvenile criminal justice regulations, data systems, methods, practices, and objectives.
- Policy, rules, and regulations as set forth by Oregon State Department of Corrections, Oregon Parole Board, the Oregon Youth Authority, and Oregon Department of Education.
- Supervisory and management principles and practices.
- Rules, laws, and policies governing department administrative operations.
- Fiscal and administrative management principles and practices.

SKILL IN:

- Developing and maintaining professional relationships, coaching, and team building.
- Communicating orally, and in writing, inclusive of presentations to the Board of Commissioners and other public bodies and organizations.

- Designing procedures and systems to oversee administrative implementation of new initiatives and strategies as well as evaluating program outcomes.
- Organizing objectives, delegating responsibility, training, evaluating subordinate employees, and administering necessary staff development and discipline.
- Anticipating, planning, organizing, and managing change.
- Preparing various data outcome and written reports as needed.
- Grant preparation, data management, and grant reporting.
- Demonstrating administrative abilities.

ABILITY TO:

- Prepares budgets that effectively address program priorities while demonstrating conservation and stewardship of public resources.
- Works independently and delegates responsibility.
- Plans, coordinates, and directs staff in providing fiscal and administrative services.
- Establishes and maintains effective working relationships with staff, colleagues, county and state officials, volunteer organizations, intergovernmental agencies, and the public.
- Interprets and applies administrative laws and policies to specific problems relating to adult and juvenile corrections.
- Plans, develops, and implements policies and procedures, and to anticipate and effectuate changes as needed.
- Operates in the Microsoft Windows environment inclusive of using Excel, database managements and record keeping programs. Familiarity with DOC and OYA information systems such as DOC400 and JJIS is preferred.
- Conducts planning, evaluation, and monitoring of administrative services and staff.
- Attends work as scheduled and/or required. Travel as needed to various director meetings, training, and conferences.

MINIMUM EXPERIENCE AND TRAINING:

Possession of an appropriate undergraduate degree in social sciences or a related field. Master's degree or advanced training preferred. Five years or more of relevant experience with progressive responsibilities in program administration and supervision. Obtain DPSST Executive Certification within 5 years of appointment. Graduate level course work and training may be substituted for up to two years' experience.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Are subject to successful completion of a background check and psychological evaluation per ORS 181A.530.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of

that of an office. Work also involves travel to training and meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative or minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.