

Lamar County Community Supervision and Corrections Department

Position: Assistant Director

Salary Range: To be determined

Responsibilities: The Assistant Director reports to the Director and oversees leadership management, administration, programming, and fiscal aspects of all department operations. This includes personnel, probation, intake, counseling, special programs, and Pre-Trial supervision.

Duties:

Manage day to day operations.

Provide staffing and budgetary recommendations to the Director.

Ensure compliance with department policies, state CJAD standards, and annual policy reviews.

Submit timely statistical and budgetary reports to relevant agencies.

Assist in preparing and administering annual budgets, strategic plans and grants.

Monitor fiscal operations, prepare documentation, and assist in staff meeting presentations.

Ensure personal matters align with departmental policy and laws.

Conduct annual formal performance appraisals for department employees.

Investigate and address external complaints, supervise staff, and maintain personnel records.

Serve as media representative and attend meetings on behalf of the department or Director.

Maintain a limited caseload while fulfilling the duties and responsibilities of a community supervision officer.

Perform other assigned duties.

Requirements

Bachelors' degree from an accredited university.

Five years of experience in full-time casework, counseling, or community corrections, with at least five years of upper-level supervisory experience.

Maintain certification as a Probation Officer as required by CJAD.

Skills and Abilities

Ability to supervise employees and implement case management techniques.

Establish and maintain effective relationships with department personnel and external entities.

Develop budgets and administer finances in a cost-effective manner.

Knowledgeable about legal, managerial, and social aspects of community corrections.

Additional Requirements

Possess a valid driver's license.

Must provide a contactable phone number.

Successful completion of a criminal background check.