

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

---

<b>CLASS TITLE:</b>	<b>WORK RELEASE PROGRAM COORDINATOR</b>
<b>DEPARTMENT:</b>	<b>SHERIFF</b>
<b>REPORTS TO:</b>	<b>SHERIFF'S LIEUTENANT</b>

---

<b>CLASS CODE: 6012</b>
<b>FLSA STATUS: E</b>
<b>DATE: 10/99</b>

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to plan, develop, implement and administer rehabilitative alternative to incarceration programs; coordinates and monitors all phases of program services.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out the planning and administrative work connected with work release and parole programs.

Monitors and reviews effectiveness of programs; develops, implements and supervises new programs as required.

Develops, reviews, monitors and updates policies and procedures related to programs as needed.

Interviews, investigates, evaluates and determines fitness for the various work release programs for sentenced jail inmates.

Documents, monitors and accounts for all fiscal activity connected with programs to assure that program costs balance against fees; makes recommendations regarding fee adjustments to defray staffing and operating costs; collects all fees and prepares monthly reports.

Develops and maintains budgets for the various programs.

Supervises the care, custody and conduct of program participants to assure compliance with program objectives and conditions.

Coordinates job sites for participants; serves as liaison with employers and contractors.

Maintains contact and coordinates with individuals from the Probation Department, the courts, jail and other agencies interfacing with program participants.

Prepares reports and recommendations concerning the individuals on the caseload.

Appears in court to testify regarding conduct of program participants and/or the satisfaction of the conditions of program agreements.

Oversees the logging and distribution of all Court commitments; checks commitments for accuracy and corrects identified problems; checks all outgoing failure to appear cases for accuracy and distributes after review.

Acts as liaison between courts and correctional division.

Makes presentations to County officials, community groups, organ programs, services and activities.

Reviews and interprets legislation, codes and regulations and ensures program compliance; reviews professional publications and attends seminars to ensure information relating to the operations of juvenile work programs is current.

Prepares reports, correspondence and other written materials.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Computer

Vehicle(s)

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor=s degree from an accredited four-year college or university in Behavioral Science, Criminal Justice or a related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver=s License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administration and supervision of a correctional facility, including the proper care and treatment of inmates.

Principles and practices of social and corrections casework.

Administrative principles and practices, including goal setting and implementation.

Principles of program management and evaluation.

Budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Testifying in court.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to maintain discipline and orderly conduct among inmates.

Ability to make quick, effective and reasonable decisions in emergency situations, and to take appropriate action.

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence and procedure manuals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and see, speak and hear.

**Working Conditions:**

The incumbent=s working conditions are typically moderately quiet.

file: wrkrelpr.6012

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.