

Criminal Justice Coordinator Tompkins County

Department: County Administration

Classification: Competitive

Labor Grade: Management Grade 86

Approved: Originally approved Bd. Res. #327 12/19/95. Re-created year-end resolution 12/2017

Revised: 10/17; 11/17

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year College or University with a Bachelors Degree and two years of experience in public administration, probation, criminal justice, or another related role; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year College with an Associate's Degree and four of years experience in public administration, probation, criminal justice, or another related role; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for implementation, evaluation, and overall coordination of countywide criminal justice initiatives intended to reduce the population of the Tompkins County Jail; including alternatives to incarceration and re-entry programming. The position is responsible for ensuring that all aspects of the administrative and service delivery components of the justice systems, as related to the local jail population, are cooperatively connected and efficiently organized and maintained as required by the Legislature. An employee in this role will perform outreach to various groups and agencies but is not a community organizer. The position does require a high level of cultural competency and interpersonal skills in order to provide direction and assistance to both governmental and non-governmental agencies involved, such as: police, prosecution, defense, probation, offender assistance, victim assistance, alcohol and drug treatment educators, mental health service providers, etc. Primary components of the work will include exploring funding, facilitating interagency planning and coordination services, and assessing the overall effectiveness of service delivery in efforts to reduce the local jail population. The incumbent may at times be called upon to engage with community groups/leaders and represent the County within the community but the position is not a community organizer and the incumbent would not be authorized to hold press conferences. The work is performed under the general direction of the County Administrator with a high level of autonomy and independent judgment. The employee will be responsible for providing reports and regular briefings to the Public Safety Committee of the Tompkins County Legislature. Supervision of others is not generally a function of this position; however, the incumbent may be called upon to serve as Chair of the Criminal Justice Advisory/Alternatives to Incarceration Board and may lead/supervise teams, interns or other staff as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Monitors progress of jail population reduction strategies;
- Serves as Chair and provides coordination to the Criminal Justice Advisory/Alternatives to Incarceration Board;
- Gathers information, analyzes and provides regular status reports to the Public Safety Committee of the Tompkins County Legislature;
- Facilitates data development and coordination/linkages with various agencies;
- Facilitates meetings, leads work groups, or coordinates special project as directed by the County to support Public Safety Committee goals;
- Identifies opportunities to eliminate service overlap or gaps in services;
- Assembles, tabulates, and analyzes criminal and juvenile justice system statistics;
- May work with the Information Technology Services Department to improve database interfaces with all partners;
- Develops performance measures and implements other performance tools to assess program outcomes and progress toward jail population reduction goals;
- Investigates funding opportunities, particularly those that require multi-department and agency coordination of criminal justice services, and makes recommendations to the County Administrator regarding funding opportunities aimed at better coordination of services to reduce jail populations;

- May prepare and submit grant requests, monitor grant compliance, and manage grants initiated by and related to this position and project;
- Serves County Administration liaison with local service providers on a wide variety of initiatives that impact the effectiveness of criminal justice programs, such as the voluntary detox facility and expanded drug treatment beds;
- Attends a variety of county and criminal justice related meetings.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of community organization principles and practices;
- Good knowledge of administrative practices procedures;
- Working knowledge of collective impact and harm reduction models as applied to criminal justice initiatives;
- Ability to present material effectively both orally and in writing;
- Ability to organize and conduct an effective statistical research program;
- Ability to gain the confidence and cooperation of others;
- Ability to read, understand and interpret written material;
- Thorough knowledge of current trends and developments in the fields of criminal and juvenile justice;
- Resourcefulness, tact and initiative are required characteristics.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation. The employee must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's hearing must be sufficiently acute to enable him or her to hear, understand, and carryout verbal instructions, with or without reasonable accommodations. The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to convey or carryout detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. With respect to the physical demands of this position, there may be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The risk of injury or environmental illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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