

# **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

**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 Associates 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 involving responsibility for implementation, evaluation and overall coordination of criminal justice initiatives, including alternatives to incarceration and re-entry County-wide, with the intention being to reduce the population of the Tompkins County Jail. The position is responsible for insuring that all aspects of the administrative and service delivery components of the justice systems, as these relate to the local jail population, are cooperatively connected and efficiently organized and maintained as required by the Legislature. The position will require a high level of interpersonal skills in order to provide direction and assistance to both governmental and non-governmental agencies involved in all aspects of criminal justice services: police, prosecution, defense, probation, offender assistance, victim assistance, alcohol and drug treatment and education. Primary components of the work will include exploring funding, interagency planning and coordination services and evaluating service delivery of the various programs. Work is performed under the general direction of the County Administrator with a high level of autonomy and independent judgment. Supervision of others is not generally a function of this position, however, the incumbent may be called upon to serve as a lead worker of a work group, project or activity or supervise interns or other staff as assigned. 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 if requested, gathers information and analyzes it at the Public Safety Committee's direction;
- Provides support to the County Administrator when undertaking special projects that may be requested by the Public Safety Committee;
- Identifies opportunities to eliminate overlap and gaps in services;
- Assembles, tabulates, and analyzes criminal and juvenile justice system statistics;
- Works with Information Technology Services to improve database interfaces with all partners;
- Develops and implements performance measurements and tools in order to assess program outcomes and progress toward objectives;
- Investigates funding opportunities that affect County criminal justice agencies, in particular those that require multi-department and agency coordination;
- Prepares and submits grant requests, monitor grant compliance, and manage grants;
- Makes recommendations to the County Administrator regarding funding needs to support better coordination of services, with the goal being to reduce jail populations;
- Liaise, advocate, and coordinate with service providers on a wide variety of programs and services that impact 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;
- 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.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The risk of injury or environment 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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