

# **LINN COUNTY CLASSIFICATION**

## **TITLE: LOCAL PUBLIC SAFETY COORDINATING COUNCIL**

### **ADMINISTRATOR**

**NUMBER: 652a**

**PAY RANGE: 00**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2000-418**

**DATE: August 2, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as staff support person to the Linn County Local Public Safety Coordinating Council (LPSCC), including the development of a biennial community corrections plan and budget; collection of State funds and disbursement of State and local funds; administration of provider performance reports, preparation of State reports.

SUPERVISION RECEIVED: Receives general and administrative direction from the Board of County Commissioners, and works cooperatively with the Commission Chair of the Linn County Local Public Safety Coordinating Council.

SUPERVISION EXERCISED: This position does not typically involve supervision beyond that required for part-time clerical support.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Council Meeting Support:
  - a. Prepare and distribute the agenda in consultation with Council Chairman.
  - b. Orient new members and respond to individual member requests for information or assistance.
  - c. Attend all committee and sub-committee meetings to respond to questions and requests for research and/or information.
  - d. Review and finalize minutes of meetings with Council Chairman.
  - e. Assist Chair in scheduling meeting times and places.
2. Preparation of Biennial Community Corrections Plan:
  - a. Assist Council in establishing goals and benchmarks for Comprehensive Plan and other Council activities.
  - b. Write and oversee Request for Proposal (RFP) process for selection of service providers.
  - c. Assist Council in evaluation of RFP's by evaluating responses, both quantitatively

and qualitatively.

- d. Write the corrections plan as required by State statute and work to finalize plan with Council and its sub-committees.
3. Fiscal Management and Project Oversight:
    - a. Subject to Community Corrections Plan and Board of Commissioners approval, negotiate and prepare contracts with selected service providers.
    - b. Collection of State funds and disbursement of State and local funds.
    - c. Review service provider quarterly performance and expenditure reports and present results to the Council.
    - d. Provide other technical assistance to service providers.
    - e. Monitor projects for adherence to program benchmarks or goals through quarterly reports with quarterly presentations to the Council.
    - f. Prepare and file State reports.
  4. County/State Relations:
    - a. Assist in the presentation of County Plan to State Corrections Staff.
    - b. At the direction of the Council and Board of Commissioners, participate in State meetings and forums regarding implementation of ORS 423.525 and other State Community Corrections Statutes and Administrative Rules.
    - c. Assist in communication between Council and Linn County Board of Commissioners regarding budget, fiscal, administrative and other issues.
  5. Develop and maintain effective, harmonious and reasonable work relationships with others.
  6. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:**

7. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of program planning, monitoring and evaluation. Familiarization with theory and principles of corrections. Knowledge of

contract and budget preparation and administration. Knowledge of corrections laws at the local, State and Federal levels.

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Ability to oversee, at the direction of the Council, a comprehensive County Corrections Plan, administer a budget and file periodic reports, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement Council recommendations in support of County program goals. Supervise, lead, support and motivate assigned clerical staff. Establish and maintain effective working relationships with Board of Commissioners, Council members, program providers, community organizations, and the public. Communicate clearly and concisely, both orally and in writing. Evidence of being a highly motivated self-starter with strong analytical skills; good judgement, leadership and organizational skills; and the ability to work independently with a minimum of supervision.

**EXPERIENCE, EDUCATION AND TRAINING:** Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in corrections, human services, public administration, business administration or a related field, and two years of progressively responsible experience in corrections or a related human services field. A Master's Degree may be used as a substitute for the required experience. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be acceptable.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment because driving is required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.