County Administrator

Texas, US

Definition

The County Administrator provides a service to the contracted Department by handling an assigned caseload of offender's serving an alternative sentence of electronic monitoring, and is primarily responsible for the comprehensive case management and enforcement of restrictions that are ordered by the Court, Probation, Parole, or Sheriff's Department

Job Expectations + Essential Functions

· Responsible for participant's program orientation. Effectively communicates the program rules, regulations and contract requirements of their sentence.
· Reviews information to determine and verify participant's identity along with residential and telephone information.
· Reviews participant's financial information for fee assessment. Determines the daily rate that the participant will be responsible for paying while on the program
· Sets the guidelines and requirements for the participant while on the Electronic Monitoring program by detailing permitted activities and setting schedule for electronic monitoring.
· Conducts weekly or bi-weekly participant compliance appointments to collect, review and interpret participant activity documentation; review participant activity reports to determine that participant is in compliance with sentencing guidelines meeting the regulations of program and sentence; collects program fees or may make adjustment to daily rate as needed; verifies and/or adjust participant activity schedule as needed; prepares reports and notices for case file and sentencing department
· Reviews and interprets daily participant exception reports, investigating participant activity that is not in compliance with their sentence.
· Install or visually inspect electronic monitoring equipment being used by participant.
· Testify in court for participants that have not met the requirements of the program.
· Administer required drug testing.
· Advise Branch Manager of participants that are not in compliance with their program requirements.
· Recommend to Department that a non-compliant participant be removed from the program.
· Maintain an auditable case file for all participants under their management.
· Enroll and educate participants on the use of the E-Cell App and Devices.
· Attend Court to enroll and instruct court order participants in the Supervised Release Program.

Requirements

· Competencies to perform the job successfully, an individual should demonstrate the following competencies:

· Problem Solving - Identifies and resolves problems in a timely manner.

· Customer Service - Manages difficult customer situations; Responds promptly to customer needs; Meets commitments.

· Teamwork - Balances team and individual responsibilities
Business Acumen - Understands business implications of decisions
· Ethics - Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
· Organizational Support - Follows policies and procedures and supports organization's goals and values.
· Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
· Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
· Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality;
· Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. · Dependability - Takes responsibility for own actions; Keeps commitments.
· Innovation -Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Education

Bachelor’s degree preferred; Associate’s degree or equivalent required.

Other Requirements:
· Two years experience in criminal justice or related field; education accepted in lieu of experience
· Must successfully pass criminal background investigation and drug screening

Knowledge + Skills + Abilities

· Professional communication skills to communicate with members of the Department, Judges, employees, and program participants.
· Ability to work in Microsoft Office applications and other windows based programs.
· Ability to comprehend and communicate detailed information.
· Ability to prepare written reports and maintain accurate records
· Strong presentation and persuasive skills