

ARROWHEAD REGIONAL CORRECTIONS CLASS SPECIFICATION

EMPLOYEE TITLE: Executive Director, Arrowhead Regional Corrections

REPORTS TO: Arrowhead Regional Corrections Board

JOB SUMMARY:

Direct and manage activities and staff of Arrowhead Regional Corrections to provide public safety in a cost-effective manner. Coordinate functions of Community Corrections Act for Northeast Regional Corrections Center, Arrowhead Juvenile Center, Administration, and Court and Field Services.

MAJOR ACCOUNTABILITIES

1. Prepare and administer budget for the organization's entire operations for all counties in ARC.
2. Develop and administer policies and procedures for organization operations to ensure legal mandates are met.
3. Manage daily operations of all department functions to ensure an efficiently run organization.
4. Maintain ongoing communications with individuals in other jurisdictions such as judges, law enforcement, and County attorneys so that appropriate corrections and related issues can be properly addressed.
5. Prepare and monitor annual written plan by recommending program goals and objectives for adoption by the ARC Board, individual County Boards and the Minnesota Department of Corrections.
6. Plan for and participate in labor contract negotiations and monitor contracts by handling grievances for basic, essential, supervisory, and confidential employee groups.
7. Provide administration of Community Corrections Act and coordinate activities with the Minnesota Department of Corrections.
8. Responsible for delegated personnel matters, including staffing, discipline, training, performance, etc.
9. Appoint, suspend and remove, with the approval of the Corrections Board, all personnel whose appointment, suspension or removal is a function of the Corrections Board under general law and make such appointments with Board approval to additional offices, boards, committees and commissions as the Board may direct.
10. Performs other responsibilities of a comparable level as delegated.

STAFF RESPONSIBILITY

Responsible for managing organization staff averaging 220 employees. Of the total number of employees, six are direct reports to the Executive Director. The direct reports are professionals and work reviews are generally on a weekly basis. ARC consists of a five-County operation (Koochiching, Carlton, Cook, Lake, and St. Louis). ARC Field Services staff are located in 10 separate locations within Court and Field Services including 5 courthouses and 5 satellite offices (111.4 FTE). ARC also operates one maximum security juvenile center (45.6 FTE), and one minimum security adult male center (56.0 FTE).

The Executive Director position has a wide scope of responsibility related to staff development. The hiring of Department Heads and other staff that the Executive Director directly supervises is performed by the incumbent. Other positions are hired by the Department Heads with the Executive Directors approval. The position also monitors in-service training of employees while day-to-day training issues are handled by the departments. Staff orientation programs are provided by the department and employees are required to attend. The Executive Director develops an annual written plan that incorporates staff development activities.

BUDGET RESPONSIBILITY

Responsible for managing total annual operating budget of \$22,245,992. Primary revenue sources for the department include multi-counties through a joint-powers agreement, the state of Minnesota Community Corrections Act Subsidy, the State Department of Education, corrections fees, grant funding, and miscellaneous income.

For the Executive Director, the managing of both Counties and non-County dollars is identical. The Executive Director can move one budget line to another, excluding personnel, without prior Board approval. Overall budget numbers remain unchanged, but the Executive Director exercises discretion in reallocating line items. A quarterly report is prepared by the Executive Director to the State indicating allocations and performance of the budget.

COMPLEXITY/CONTRACT ADMINISTRATION/BROADNESS OF SERVICES PROVIDED

In making decisions to manage the department, consideration must be given to all state and federal statutes relating to probation, parole, and incarceration. Furthermore, requirements of the Minnesota Community Corrections Act and all court orders must be met. Considerable discretion is required to interpret the implementation and ongoing administration to meet statutory requirements.

The Executive Director is responsible for all correctional services for five counties. This includes probation, parole (adult and juvenile), detention services (adult and juvenile), and other court related programs. Reports are prepared for the court and supervision is provided for offenders which relate to all enforcement departments. In providing correctional services, the Executive Director impacts the County Attorney's offices, Sheriff, Public Defender, Courts and Human Services department.

CONTACTS/ELECTORATE

The Executive Director has frequent contacts with judges, public officials from the five counties in the region, as well as frequent contact and coordination with the Department of Corrections. Negotiation is required with judges, foundations, and other funding sources such as the Minnesota Department of Education.

The Executive Director is appointed and has no direct responsibility to the electorate. The Executive Director is accountable for providing effective public protection in a cost efficient manner.

EDUCATION/EXPERIENCE/LICENSURE

A Master's Degree in sociology, psychology, social work, criminal justice, corrections, criminology, or a closely related field and five years of progressively responsible experience in corrections, or a closely related human service field OR a Bachelor's Degree in sociology, psychology, social work, criminal justice, corrections, criminology, or a closely related field and six years of progressively responsible experience in corrections or a closely related human service field. At least three of the years of experience must have been at a supervisory or administrative level in a human services field.