



ALTERNATIVE PROGRAM SUPERVISOR

Department: District Court
Job Class #: 150600
Pay Range: Professional 08

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is responsible supervisory work. An incumbent in this classification is responsible for the Alternative to custody/fine programs under the direction of the Probation Manager. The supervisor performs duties of supervisory nature and evaluates the work performance of program staff involved with the Alternative Programs for Pierce County District Court Probation Division. Currently, those programs consist of a Work Crew Program, Day Reporting Program and Community Service Program. This work involves coordinating duties and functions through subordinates with varied educational requirements, skills and abilities. This position also acts as the liaison with outside agencies and other County departments; maintains program records, screens, and interviews and determines offenders' eligibility and schedules. This position reports directly to the Probation Manager.

ESSENTIAL FUNCTIONS:

- Assign, supervise, mentor, and evaluate work of subordinates including corrective action; makes recommendations for discipline; participate in recruiting and unit administration, to include recommending procedures, program planning, and equipment forecasting, safety and maintenance. Complete written performance evaluations of unit staff.
- Serve as the unit liaison with outside agencies and other County departments.
- Review court orders/criminal histories and direct appropriate placement of offenders to alternative programs within the parameters of the court order.
- Collect, receipt, and secure program fees.
- Monitor and prepare reports to the Court regarding offender compliance/non-compliance. Court appearance may be required in certain situations.
- Conduct periodic on-site reviews of work projects and classroom settings.
- Train and familiarize unit staff to job requirements and expectations.
- Conduct unit meetings as needed.
- Maintain program statistics.
- Coordinate with representatives of other agencies, and departments in the identification of work projects or speaking engagements.
- Evaluate projects and site feasibility.
- Effectively present program information to outside agencies and other County departments.
- Performs Alternative Program staff functions whenever absences necessitate.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from Probation Manager. Employee has full supervisory responsibilities over primary program staff. Work is reviewed periodically through work completed, reports, meetings, observations and auditing case files.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Alternative Program Supervisor works mostly in an office environment. Travel to and from work sites is required. Incumbent may be exposed to inclement weather occasionally. They may have indirect contact with offenders/inmates on a daily basis and may be exposed to a variety of potentially volatile and dangerous situations. The Alternative Program Supervisor may be required to defuse confrontation and/or physical altercations, and call for emergency assistance when necessary.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. The Alternative Program Manager may be exposed to physically confrontational situations. Required physical activities during those times are running, jumping, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling objects and people.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Considerable knowledge of the philosophy and operation of the Criminal justice system and community resources.
- Various communication styles, human behavior, cross cultural diversity and group dynamics. Interviewing, and motivation techniques, counseling methods.
- Literature, developments and trends in the field of corrections, the laws, court rules, regulations and procedures of District Courts as they relate to Probation supervision of offenders.
- Individual and group behavior, particularly as applied to the field of criminology; basic interviewing, diagnostic and counseling techniques with a focus on alcoholism, domestic violence, drug abuse, sexual deviancy and mental health.
- Policies, procedures and regulations applicable to probation and diversion activities.
- Personnel management.
- Standard safety procedures and precautions.
- Principles and practices of effective supervision.

Skill in:

- Operating and maintaining small equipment and tools, required for outdoor projects and audio visual equipment for classroom setting.
- Strong computer skills, including preparing and presenting power point presentations.
- Strong interpersonal skills with the ability to promote cooperation; set, communicate and enforce limits.

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Ability to:

- Assist offenders in their efforts to comply with court directives by setting; communicating and enforcing limits.
- Be organized and work effectively and independently in a high stress environment.
- Communicate effectively orally and in writing to diverse groups and individuals.
- Utilize various computer software applications to access/process information and prepare required documents in a timely manner.
- Evaluate indoor/outdoor projects for necessary equipment, timelines and assignment of tasks. Develop/follow a directed curriculum for a classroom setting.
- Willingness to enforce and supervise court requirements and to report violations; to assist offenders in their efforts to comply with court orders; to observe and document offender appearance and behavior.
- Establish and maintain effective working relationships with staff, offenders, other agencies and the public. Demonstrate persuasive and patient communication.
- Express ideas concisely, both orally and in writing.
- Cope with stressful or emergency situations calmly and effectively.
- Accept authority, as well as use authority in a balanced and objective manner.
- Identifying and developing alternative programs with the Probation Manager.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

A minimum of a bachelor's degree with major course work in Sociology, Psychology, Criminal Justice or Public Administration, plus three years of progressively responsible experience in the supervision of misdemeanor offenders; Ability to complete the Washington State Criminal Justice Training Commission courses for Corrections First Level Supervisor Training within six months of employment as required under WAC 139-25-110. Experience and/or knowledge in landscaping, construction, classroom instruction or other related position/experience is desired. Current CPR/First Aid certification or ability to obtain certification within 90 days of hiring is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess a valid Washington State Driver's License and have evidence of a safe driving record. Ability to successfully complete and pass a Pierce County Probation background investigation.