



Job Description

TITLE: Alternative Sentencing Director	JOB CODE: 1230
DEPARTMENT: Alternative Sentencing	FLSA: Exempt
PREPARED: November 2005	FLSA Class: Executive
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under executive direction from the County Manager, plans, organizes and manages the operations and staff of the Alternative Sentencing Division (jail-based treatment programs (DWI, Axis/Nexus), ADE Screening program and adult misdemeanor compliance program); ensures operations are in compliance with all laws and regulations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Recommends, evaluates and implements approved department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.
- Manages operations and staff; prioritizes and assigns work and projects; interviews, hires and develops employees; trains staff; plans, assigns and directs work and appraises employee performance; disciplines employees as appropriate under current policy guidelines.
- Carries out supervisory responsibilities in accordance with the approved section policies and applicable state and federal laws.
- Provides leadership direction to staff in the areas of problem resolution, planning, and work assignments.
- Conducts research and planning; monitors industry trends and identifies potential changes; analyzes workload and recommends staffing assignments and adjustments; manages projects including grants and capital projects.
- Ensures the utilization of the latest innovative techniques for treating substance abusing offenders.
- Ensures that the jail-based treatment programs provide for intake and assessment services, alcohol/drug education and counseling, life skills education, referral for aftercare, vocation and education services, and family education.
- Assists with the preparation of grant funding requests; prepares division budgets based upon available funding.
- Ensures that multi-cultural treatment protocols are available.
- Ensures compliance with Adult Detention Professional Operations Standards.
- Ensures compliance with Adult Misdemeanor Compliance Professional Operations Standards.
- Develops policies and procedures to provide for the orderly and consistent operation of the jail-based treatment programs and the Adult Misdemeanor Compliance Program.
- Researches, investigates and resolves employee and inmate complaints; to ensure the successful program operation.
- Acts as the San Juan County DWI Coordinator.
- Coordinates with judiciary, DWI Planning Council, and other statewide agencies to ensure effective and relevant services.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of programs targeting alcohol or alcohol abuse and treatment, including prevention programs, court programs and facility management.
- Knowledge of administration of minimum security detention facility.
- Knowledge of management and personnel administration methods, techniques and policies.

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- Knowledge of budgets, grant requirements and financial reporting for local government.
- Knowledge of applicable Federal and State laws and regulations.
- Knowledge of County policies and procedures.
- Knowledge of management principles, practices and methods.
- Knowledge of grant and contract writing and management, and of procurement regulations.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in planning, organizing and evaluating the effectiveness of treatment approaches.
- Skill in implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in writing and administering grants.
- Skill in working with a wide variety of professionals, including law enforcement, the judicial, mental health, education and probation.

Education and Experience:

- Bachelors Degree in social work, substance abuse, criminal justice or a related field, and eight (8) years experience in counseling, substance abuse, criminal justice or related field.
- Master’s Degree preferred.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____