CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Jail Alternatives & Diversion Manager** **UNION:231**
SG:7
DEPARTMENT: **Municipal Court** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for oversight of jail alternative and diversion programs for the City of Bellingham in support Bellingham's Reduce Incarceration Challenge (BRIC) with the goal of reducing the City of Bellingham's inmate population in the Whatcom County Jail. Includes jail alternatives in lieu of incarceration at the Whatcom County Jail as well as new programs developed to enhance the sentencing and jail diversion options of the Court.

Organizes, coordinates and facilitates the efforts of diverse individuals, groups and agencies. Researches, develops, recommends, implements, manages, and monitors programs and analyzes effectiveness. Exercises independent judgement in evaluating problems, issues and situations; develops and implements recommendations. Plans, conducts and presents at public meetings. Assists the Court Administrator, the City Attorney's Office and Bellingham Police Department in all aspects of program delivery as directed. Complies with legal standards and requirements. Oversees tracking and collection of data and recordkeeping. Analyzes relevant data and prepares written and oral reports. Assists with budget development and monitoring finances related to programs.

SUPERVISORY RELATIONSHIPS:

Reports to the Court Administrator. Receives input from and works collaboratively with the City Attorney's Office and Bellingham Police Department. Works under general guidance and direction according to City and Department policies and procedures as well as applicable Federal, State, City and departmental laws, standards, regulations and guidelines. Supervises Lead Court Process Specialists, as assigned.

ESSENTIAL FUNCTIONS:

1. Manages all aspects of the City's jail alternative and diversion programs for incarceration reduction including detention of inmates in jail facilities contracted with the City and use of Electronic Monitoring of defendants. Under the direction of the Court Administrator, develops program goals and objectives; plans, organizes and delegates day-to-day operations and special projects. Develops, recommends, implements and evaluates policies, procedures and best practices for all jail alternative and diversion programs.

2. Independently performs face-to-face pre/post sentencing screenings required for pre/post sentencing and pre-trial release. Determines eligibility for programs and explains program guidelines, conditions, requirements and restrictions. Utilizes Judicial Information System and police records to obtain detailed background information for use in defendant screenings and provides the results to the Court, Prosecutor's Office and District Court Probation Officers as required.

3. Trains, evaluates and manages performance of assigned staff. Provides coaching and corrective action as appropriate. Establishes systems and methods for training, motivating and supervising work team and a system of communication/cooperation among staff. Supervises Lead Court Process Specialists as they perform tasks related to alternative court programs for incarceration reduction. Facilitates problem resolution on issues arising in the performance of alternate sentencing programs and other justice programs.

4. Records program information and data accurately and maintains records consistent with departmental policies and city, state and federal law. Maintains documentation of all contacts made and actions taken. Reviews, appropriately responds and submits for review all documents obtained from agency monitoring services and distributes according to program procedures.

5. Makes oral presentations to City Council, Jail Task Force and other civic or educational groups regarding the purpose, function and results of the programs being used by the City in alternate incarceration programs, as assigned.

6. Prepares complete reports on time with supporting conclusions and recommendations as requested.

7. Serves as a liaison between all contracted agencies, Prosecutor's office, Attorneys, Bellingham Police Department, the Whatcom County Sheriff, Whatcom County Departments, and the court.

8. Researches, develops and recommends potential new programs for incarceration reduction evaluating best practices. Formulates recommendations anticipating possible outcomes and appropriately communicates significance of findings.

9. Locates, applies for and utilizes grants as approved in meeting program objectives. Monitors and ensures all requirements of grants and contracts are met.

10. Assists the Court Administrator with preparing the program budget; implements and monitors approved budget. Prepares and submits budget reports and analysis as requested.

ADDITIONAL WORK PERFORMED

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities)

Knowledge of:

- Court practices, processes and procedures including creating and proposing orders for submission to judicial officers.
- Working knowledge of pre-trial and sentencing conditions
- Working knowledge of Federal, State and City laws and Judicial policies and procedures
- City personnel policies, procedures and employee labor contracts.
- Technology, judicial information systems, computer technology and standard office software.

Skills in:

- Written and oral communication for corresponding and speaking, using tact and diplomacy, with the public, employees and partner organizations.
- Effective problem solving.
- Public speaking.
- Short and long-term planning, organizing, managing projects and budgeting.
- Overseeing, training, coaching, mentoring, and evaluating staff.
- Good oral and written communication skills.

Ability to:

- Read, understand, interpret laws, ordinances, rules and regulations, and to explain regulations and procedures to the general public.
- Analyze situations quickly and objectively, encouraging compliance of defendants who have been court ordered to a sentenced alternative.
- Learn and apply policies and procedures governing work performed.
- Maintain the confidentiality of all sensitive communications.
- Deal with the public and other employees with courtesy, tact and good judgment.
- Perform repetitive, detailed record keeping while maintaining accuracy and attention to detail.
- Design reports and summarize data.
- Utilize computerized record keeping systems and computerized court systems and data bases.
- Complete records in a timely and accurate manner.
- Possess problem solving/decision making skills, adaptability/flexibility.
- Work independently with minimal supervision.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasional lifting of boxes or equipment weighing up to 40 lbs.

WORKING ENVIRONMENT:

Work is performed primarily indoors in an office setting with extensive periods of time sitting or standing. Works at a computer workstation and with a variety of office equipment. Frequently interacts with the public on the telephone and in person. May be required to work in the county jail with exposure to pathogens. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Possibility of exposure to hostile, offensive language and interactions with angry, volatile or mentally ill individuals who may be verbally abusive and/or threatening.

EXPERIENCE AND TRAINING REQUIREMENTS

- Bachelor's degree in criminal justice, social science, psychology or a related field.
- Two years of progressively responsible experience in the criminal justice system.
- One year of lead or supervisory experience.
- One year of program development and/or management experience preferred.
- Experience in probation preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, local background check and fingerprinting. Subject to re-check every five years.
- Must be willing to sign confidentiality agreements with the State of Washington and the Court in regard to ethical standards and database access and use.
- May be required to work beyond normal office hours for meetings, presentations or to process materials with legal deadlines.

PREPARED BY: A. Sullivan
11/18

REVIEWED BY: D. Peterson
Court Administrator