



81st & 218th Judicial District
Community Supervision & Corrections Department

1102 3rd Street
Floresville, Texas 78114
(830) 393-7317
Fax (830) 393-7326

Renee Merten
Director

Job Title: Director **FLSA Classification:** Exempt

Location: Atascosa, Frio, Karnes, La Salle, and Wilson Counties

Salary: \$70,000-\$85,000 (To be determined by the Judges as described by Texas Government Code 76.002 and based on education and experience.)

Closing Date: Until filled.

Effective Date: To be determined

JOB SUMMARY: The Director oversees and is responsible for all operations of the CSCD related to probation and pretrial supervision of the Atascosa, Frio, Karnes, La Salle, and Wilson Counties, including all programs, grants, and contracts for services.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- At least five years of full-time employment in the field of probation or correctional work required, ten years preferred.
- Must meet the eligibility requirements of a CSO.
- Must have experience in management and/or other leadership positions.
- Must successfully pass a physical, criminal history check, and drug test.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: The Director shall be responsible for the following duties: Overseeing the daily operations of the Department; preparing, annually or biennially, a budget for the Department; negotiating and entering into contracts on behalf of the Department; establishing policies and procedures for all functions of the Department; developing personnel policies and procedures; presiding over disciplinary proceedings; ensuring compliance with relevant state and federal laws; overseeing the activities of managers/supervisors in the performance of all managerial functions to plan, organize, prioritize projects/tasks, acquire/assign staff, coordinate, review and control the Department in full compliance with existing laws for achievement of both short and long term goals; ensuring every employee complies with and fully implements the operational policies and procedures; establishing procedures and practices through which the Department will address employment-related grievances; overseeing personnel matters which include hiring, employee evaluations, performance management, compensation, terminations, new hire training, disciplinary actions, personnel movement, and resolution of Department employee disputes; developing and promoting services, policies and programs to improve the effectiveness and efficiency of the Department; conducting management analysis and problem solving of issues affecting the Department; assessing effectiveness of service delivery methods; identifying opportunities for improving service and implementing improvements; and providing overall leadership and management of the Department.. In addition, the Director shall be responsible for developing, updating, revising, and maintaining an administrative manual that defines the CSCD's general purposes and functional objectives and shall ensure that the administrative manual is available to all employees.

PHYSICAL DEMANDS REQUIREMENTS (performed with or without reasonable accommodation):

The Director position requires the ability to perform the following essential duties and responsibilities on a daily basis: reading and understanding complex documents, both paper and electronic; bending; standing; sitting; walking; speaking; hearing; stooping; grasping; lifting; reaching; significant data entry; driving; traveling to other offices or professional events on a regular basis; traveling or moving around county locations; traveling to statewide or national events; being exposed to various changes in outside or inside climatic or environmental conditions; and other physical efforts that may be required to carry out the job (including all duties of a community supervision officer). The duties of the Director sometimes include office and field work, which requires the supervision of criminal offenders who may present physical danger to the officer and to the public. In the supervision of these offenders, essential duties require moderate to arduous physical exertion, including prolonged periods of walking and standing, physical dexterity and coordination, and use of self-defense tactics. Because the Director must effectively deal with the possibility of physical altercations and is subject to moderate to arduous physical exertion, applicants must be physically capable.

This job posting is not intended to be all-inclusive, and employees will perform other, reasonable assigned and related business duties.

Please submit cover letter and resume to:

Renee Merten, Director

81st & 218th Judicial District CSCD, 1102 3rd Street, Floresville, TX 78114

Or via email: rmerten@81-218cscd.org