



**MULTNOMAH COUNTY**  
invites applications for:

## **Adult Services Division Director**

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<b>Job #:</b>	9602 - 08
<b>Opening Date:</b>	04/27/18
<b>Closing Date/Time:</b>	05/13/18 11:59 PM
<b>Salary:</b>	\$43.01 - \$64.52 Hourly \$7,484.08 - \$11,226.22 Monthly \$89,808.96 - \$134,714.64 Annually
<b>Job Type:</b>	Full Time
<b>Location:</b>	Southeast Portland
<b>Department:</b>	Department of Community Justice

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### **OVERVIEW:**

The Adult Services Division Director provides key leadership for the department. In this role, you will exercise responsibility for making decisions that affect the direction of both the department and division and be responsible for program outcomes. You will develop, direct, and implement programs critical to the department and their division, and are responsible for functions and resources associated with their assigned area.

You will craft, lobby for, and manage a \$60 million dollar budget with approximately 350 staff at 4 work sites throughout the Portland and Multnomah County area, and supervision of approximately 13,300 adult offenders annually in the community.

As the Division Director, you will lead a team of senior managers responsible for teams who may work in Probation/Parole Field Services, Transition Services and Sanctions, and Court and Family Services. You will negotiate, problem solve, and collaborate with other organizations including the Department of Corrections, Services to Children and Families, Multnomah County District Attorney's Office, State Court System, community groups, judges, other county departments, and the Oregon Association of Community Corrections Directors.

In this position, you will be responsible for:

#### **Providing Leadership and Direction**

- Articulate a sense of direction through a clear, realistic vision to create change in community corrections that serves the interests of multiple stakeholders – the public, offenders, community groups, employees, other agencies and the judiciary. Communicate the vision and its direction with credibility to key stakeholders at every opportunity.
- Provide leadership, operational oversight, and advocacy for the daily operations and administrative functions of the assigned division.
- Work with managers and staff at all levels of the organization to explore solutions, resolve problems, redistribute current resources, and change priorities to meet the changing program needs of the department in an effort to accomplish goals and meet department benchmarks.
- Provide direction and oversight of evidenced based practices that are found to be effective in the criminal justice system.

#### **Networking and Collaboration**

- Serve on the department's Executive Council as a principal advisor and participant in decision-making processes where policy, budget, and other decisions are made that impact the entire

department.

- Represent the department and assigned division, as well as the County, to the public, elected officials, other agencies, other governments, committees, and organizations through collaborative relationships with partners and key stakeholders in an effort to enhance the continuum of accountability, public safety, and service delivery.
- Develop collaborative working relationships with community partners and treatment agencies around assessment and case planning to improve outcomes for adults and juveniles under DCJ's supervision.
- Interact and network with other criminal justice professionals and politicians throughout the State of Oregon and the nation in an effort to identify evidenced based practices and to incorporate those practices into the department, County, and public safety continuum of services.

### **Quality Assurance, Analysis of Performance Data, Realignment, and Budget Adjustments**

- Maintain oversight of evidence based practices and department benchmarks to ensure the department is deepening efforts in researched based practices.
- Maintain and review outcome data and department benchmarks through a review of trimester / quarterly reports, research and evaluation data, caseload audits, performance appraisals, and meetings with managers.
- Monitor and participate in the development and administration of the division budget, including the forecasting of resources needed, expenditures, and recommend mid-year or other adjustments.

The ideal candidates will possess the following competencies:

- **Strategic Adeptness:** Developing global vision and understanding to achieve organizational goals.
- **Leading Cross-Culturally:** Fostering an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision, mission, and goals of the organization.
- **Organizational Savvy:** Demonstrating astuteness about organizational culture and interpersonal relationships, with both internal and external groups, to identify opportunities of mutual interest and benefit.
- **Financial Management/Procurement/Purchasing:** Demonstrating stewardship of funding and expenditures.
- **Managing in a Union Environment:** Navigates the complexities and dynamics of working with represented staff and their union officials.

### **MULTNOMAH COUNTY:**

Located in northwestern Oregon at the confluence of the Columbia and Willamette Rivers, Multnomah County is at the heart of one of the most livable areas in the United States.

The County offers natural splendor and urban amenities alike: it is home to the scenic wonders of the Columbia River Gorge and the western slopes of picturesque Mt. Hood, and to the urban sophistication of Portland, Oregon's largest city. The City boasts 10,000 acres of park land in 206 locations (including the largest forested wilderness park within an American city), as well as ballet, symphony, and theater companies. In addition, sports enthusiasts can choose from the NBA Portland Trail Blazers, the Portland Winter Hawks of the Western Hockey League, and the Portland Timbers Major League Soccer Team. The County's diverse population has grown in recent years to more than 735,000 and the metro area is over 2 million.

### **MULTNOMAH COUNTY GOVERNMENT:**

The County is governed by a Board of County Commissioners, consisting of four non-partisan members elected from designated districts, and the Board Chair, who is elected at large. The Chair also provides executive direction as the County's CEO.

The County provides diverse services to the community, including libraries, social services, health clinics, regulatory health services, supervision and custody of juvenile and adult offenders, criminal prosecution, road maintenance, and law enforcement for unincorporated areas.

### **DEPARTMENT OF COMMUNITY JUSTICE:**

#### **Vision ~ Community Safety through Positive Change**

The Department of Community Justice (DCJ) is recognized as a national leader in both adult and

juvenile community justice. DCJ routinely consults and makes use of evidence-based practices in our program and policy development. The Department's commitment to data-informed decision-making has led DCJ to make smart investments of taxpayer dollars in supervision, sanctions, and services for the county's highest risk and highest need offenders. DCJ makes long-term investments in its employees through the provision of education and training. The Department believes that in order to enhance public safety we must work collaboratively with the judiciary, law enforcement, schools, treatment agencies, and the community.

The Department shares information with community members, partners, and staff to keep communities safe by preventing and reducing crime and routinely evaluating which local policies support best practices. DCJ operates 24 hours a day, with nearly 650 permanent, on-call, and temporary employees. The Department supervises approximately 7,600 adult probationers and parolees and those defendants requiring pretrial services. DCJ's Juvenile Services Division operates the Donald E. Long Juvenile Detention Facility and is responsible for approximately 360 youth on formal and informal community supervision.

**More general information about the Department of Community Justice including our mission, vision, and strategies can be found at: [www.multco.us/dcj](http://www.multco.us/dcj).**

**The Department of Community Justice's Strategic Plan (Executive Summary and Full report) can be found at: <https://multco.us/file/68223/download>.**

**Diversity and Inclusion:** At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

## **TO QUALIFY:**

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our overview of [the selection process](#) page.

### **Minimum Qualifications/Transferable Skills\*:**

- Six (6) years experience of progressive responsibility in program leadership, supervisory or lead work which demonstrates the capacity to provide leadership in the following areas:
  - Providing programming for Justice Involved Individuals.
  - Working with criminal justice agencies and partners.
  - Developing collaborative relationships with community partners.
  - Working and managing in a union environment
- Equivalent to a Bachelor's Degree with major coursework in criminal justice, social services, or a related field. (*Note: possession of a Masters' degree in criminal justice, social services, or a related field will substitute for one (1) year of experience.*)
- Required to be a certified sworn officer or the ability to become a certified sworn officer within eighteen months of hire by the Department of Public Safety Standards and Training (DPSST):
  - Be a U.S. Citizen (pre-employment).
  - Must be able to exercise the powers of arrest.
  - Must be able to successfully pass a physical examination and psychological evaluation.
- Ability to travel to various offices/building throughout Multnomah County in a timely manner.
- Must be able to pass a thorough background investigation, including being fingerprinted on or before the first day of employment.

**\*Transferable skills:** Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

## **SCREENING AND EVALUATION:**

### **The Application Packet:**

1. A completed online application. Please be sure to list all experience, paid or unpaid.

**The Selection Process:** For details about how we typically screen applications, review our overview of

[the selection process](#) page. We expect to evaluate candidates for this recruitment as follows:

1. Initial review of minimum qualifications
2. Phone Screen to determine Most Qualified candidates
3. Consideration of top candidates (to include multiple steps)
4. Background, reference, and education checks

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference](#) page for details about eligibility and how to apply. The recruiter as listed on the job announcement must receive all required documentation by the closing date of the recruitment.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Note:** Application information may be used throughout the entire selection process. This process is subject to change without notice.

### **ADDITIONAL INFORMATION:**

**Type of Position:** This salaried executive position is not eligible for overtime.

#### **Questions?**

Jennifer Justus, Recruiter  
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503-988-3182

**Disclaimer:** *This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*

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Apply Online:  
<http://www.multco.us/jobs>

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