



COLUMBIA COUNTY, OREGON

JOB TITLE: COMMUNITY SERVICES PROGRAM COORDINATOR

DATE: SEPTEMBER 1, 2026

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	P0020
SUPERVISOR:	Director, Community Justice	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Plan, coordinate, supervise, and direct the activities of the Community Services program including, work crew, transition housing, electronic monitoring, and other programs as assigned. Work as a member of the Community Justice leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Direct the activities of the work crew clients in the field. This includes supervision of the crew, resolving client conflicts, prioritizing, planning, and assigning work appropriate to each individual's ability and crew dynamics; driving the crew to work sites; and maintaining and submitting appropriate records on clients and on the work performed, including incident and injury reports. Provide quality control of assigned work and perform manual labor with the crew, modeling good work and safety habits.

Assign work schedules and track compliance. Submit reports on non-compliance and attend court hearings.

Manage the inhabitants of the men's and women's transitional houses. Monitor curfew and appropriate behavior of those living in transitional housing. Manage the upkeep and maintenance of both houses.

Establish new contracts and worksites. Serve as the primary contact for contracted and partnering agencies to ensure quality control, resolution of conflict, and evaluation of assigned work. Act as liaison with the court, social service agencies, and other organizations concerned with client participation. Represent the Community Services Program at meetings relating to worksite development, client work, and scheduling. Schedule and coordinate work crew projects with various departments and agencies, such as Public Works, Fairgrounds, General Services, Sheriff's Office, and external agencies.

Participate in mandated and option training opportunities.

Collect and compile data for program planning and evaluation.

Manage property and work crew locker storage. Maintain inventory and keep logs of property releases and disposals.

Conduct intakes for the transitional houses, work crew program, and electronic monitoring.

Maintain a working inventory of electronic monitoring devices, order new, and replacement devices.

Resolve client conflicts and grievances participating in managed programs.

Maintain and submit appropriate records on programs and clients, including applications, denials, participation, compliance, work hours, payments, statistics, court reports, and completion of necessary paperwork on the work performed, including safety records and incident and injury reports.

Communicate with Parole and Probation Officers, circuit court, and municipal courts regarding status of people assigned to complete Work Crew.



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Assist in the development of objectives, standards, policies, and procedures for the effective utilization of Community Services Programs. Assist in the development, oversight, and maintenance of program contracts.

Maintain and repair program facilities and equipment, which may include minor repair on small equipment or facility upkeep. Develop schedules for preventative maintenance or replacement for equipment and facilities. Maintain inventory and ordering of supplies and purchasing equipment as appropriate within budgetary guidelines and county purchasing rules. Estimate time and material costs to manage daily activities of the Community Services Program.

Participate in departmental management staff discussions for strategic planning of the department.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Community Justice Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a two-year degree in related field. Five years' of increasingly responsible experience in the corrections or criminal justice field which includes offender or public contact. At least two years of supervisory experience. Any satisfactory combination of experience



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and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of First Aid, CPR, and AED certifications. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL,, AND ABILITY: Considerable knowledge of standard practices, materials and methods about criminal justice systems including restorative justice programs and court processes. Knowledge of behavior and adjustment problems in adult offenders and methods of treatment and state criminal laws. Knowledge of management principles and practices of human and financial resource management.

Skill in industry specific software and Microsoft Office products.

Ability to:

- Plan, implement and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret laws, rules and regulations, court rulings, and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Efficiently and effectively operate equipment and vehicles used in the performance of duties.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.



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PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Requires frequent activity in the grounds which may require additional physical demands, such as walking, bending, stooping, reaching, etc. Occasionally required to climb or balance. Must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. While performing field work, regularly exposed to outside weather conditions. Frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. Occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud. Daily contact with adult offenders that may require interaction to diffuse offender aggression. Work schedule includes weekends on a regular basis. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required to work sites, often in remote areas.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***