



COLUMBIA COUNTY, OREGON
JOB TITLE: DIRECTOR - COMMUNITY JUSTICE
DATE: JULY 1, 2025

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	Community Justice	JOB CODE:	P0044
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Community Justice Department for Columbia County, which consists of both the Adult and Juvenile Divisions. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public's health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens and as part of the county's management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Develop and administer the departments Community Corrections Act Biennial plan. Supervise a staff of professional, technical, and office support and hold them accountable for results.

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

Plan, direct, and review correctional programs including administration, security, and supervision programs. Formulate, administer, and evaluate department policies and procedures.

Develop liaison with federal, state, and municipal law enforcement agencies, correctional institutions, schools, welfare agencies, the District Attorney, and courts regarding the supervision of offenders.

Address civil and community groups to explain and interpret policies and the goals of the department.

Direct offender supervision operations. Assure compliance with the directive of the courts regarding supervision of offenders. Consult with judges, attorneys, physicians, and social workers regarding the supervision of offenders.

Maintain adherence to related Oregon Administrative Rules, and adhere to Intergovernmental Agreements with the Department of Corrections and the Oregon Youth Authority.

Supervise the preparation and maintenance of complex and detailed records and reports for the correctional program.

Supervise development and maintenance of programs to provide a rehabilitative atmosphere to offenders.

Coordinate the training program for department employees, and ensure compliance with training hour requirements for sworn staff.

Maintain necessary certifications as required by the State of Oregon and the county.



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Keep abreast of evidence-based practices, research, implement initiatives, and evaluate outcomes.

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

Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage 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.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- 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.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- 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 Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence and is reviewed jointly by the Board of County Commissioners and Director through conferences, reports, and performance evaluations determining the effectiveness of programs in accomplishing departmental goals and objectives. This position is subject to the direction of the three-member Board of County Commissioners.

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 four-year degree in criminal justice, law enforcement, business management, public administration, sociology, psychology, or related field. Eight years' of increasingly responsible experience as a Parole Officer within adult corrections or in child welfare or juvenile court work involving the counseling or maladjusted youth or juvenile parole and pre-parole investigations. At least five years of supervisory experience with the ability to obtain executive



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certification within five years of appointment. Any satisfactory combination of experience 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 a Parole/Probation Officer Certificate from the Department of Police Safety Standards and Training or the Oregon Juvenile Department Directors Association. Possession of Law Enforcement Data System Certification. 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: Thorough knowledge of the modern principles, methods, and techniques of the supervision and treatment of adult and juvenile offenders. Thorough knowledge of applicable federal law, state criminal laws, case law decisions, state administrative rules, parole rules and Attorney General opinions. Extensive knowledge of behavior and adjustment problems in criminogenic issues with adult and juvenile offenders and methods of treatment. Considerable knowledge of behavior and adjustment problems in adult and juvenile offenders and methods of treatment. Considerable knowledge of the principles of psychology in relation to adult and juvenile offenders. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in LEDS and other industry specific software and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, administrative rules, 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.



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- 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.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening medical and psychological examination and drug screen.

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.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Some work assignments may require standing, walking, and physically restraining angry and hostile offenders. Physical injury is possible when confronting, restraining, or arresting offenders.

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. Contact with adult and juvenile offenders in both the office and field settings. May be required to diffuse offender aggression or assist with arrests. Will require occasional evening or weekend work or response to after-hours emergencies. Requires entry into jails and other correctional facilities.

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.***