



W A S H I N G T O N

**Announcement for
Department of Corrections
Director**

Position is open until filled



Department of Corrections, Director

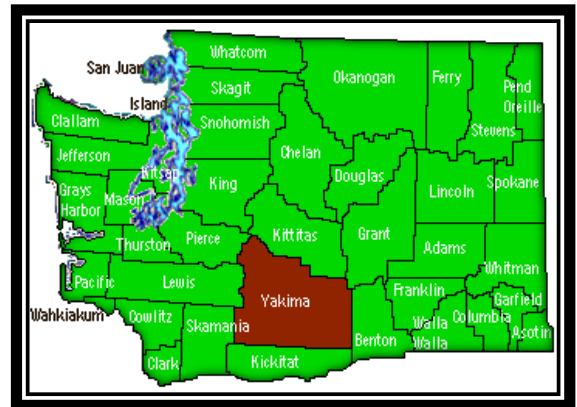
The Board of Yakima County Commissioners seeks a Director for the County's Corrections Facility. The Director will provide oversight of approximately 137 clerical, administrative, and professional employees dispersed over the following units:

- Administration
- Inmate Programs & Population Management
- Security Operations – Transport / Care & Custody
- Bed Rental Contract Management
- Budget (Revenue / Expense) Management

The Mission of the Yakima County Department of Corrections is to actively contribute to safety and wellness of the citizens of Yakima County by providing a safe, secure and humane correctional environment.

Locale

Yakima County is located in south central Washington near the eastern slopes of the Cascade Mountains in a major agricultural and outdoor recreation region. It is situated in the fertile Yakima Valley, known for its wineries and apple orchards. The geography varies from densely timbered, mountainous terrain in the west, rolling foothills, broad valleys and arid regions to the east and fertile valleys in its central and southern parts. It is centrally located between the cities of Seattle, Spokane and Portland. The Yakima Valley is a wonderful place to live, work and play.



Though agriculture has been the staple of the economy over the last 100 years, Yakima is also known for its workforce in health services and local government. Yakima County is one of the largest employers in the County, employing 900+ full-time employees that provide local government services to 260,000 residents. To learn more about the services provided, go to: www.yakimacounty.us.

Essential Duties

This position has extensive interaction and communication with the Board of County Commissioners and County Executive Management as well as law enforcement agency representatives at the highest levels within other jurisdictions, and with other entities that use Yakima County correctional facilities services.



The Director will determine scope, direction and objectives of the Corrections Department to meet goals established by the Board.

Plans, administers, organizes, monitors, manages and provides overall direction to staff and activities of the Department of Corrections, its facilities and relevant correctional programs. Responsible for the professional leadership and technical administration, management coordination and direction within the department. Incumbent have responsibility for planning, administering, organizing, controlling, coordinating and monitoring all activities of a large minimum to maximum security correctional center and its relevant correctional programs.



The work includes development and implementation of department policies and concepts and long-range strategic planning for all correctional facilities addressing the current and projected needs and demands of the community. The Director exercises considerable independent judgment, discretion and initiative in performing the duties of the position. The work requires a high degree of tact in dealing with County, State and Federal agencies and officials, employees, representatives of organized labor and community representatives.

Plans, organizes and directs all programs of the Department of Corrections through subordinate managers including all operations of all Yakima County correctional facilities. Develops departmental proposals for collective bargaining and represents departments in bargaining for new or successor agreements. Meets and negotiates with City and Town officials regarding housing agreements, bed rates, medical costs, and other inmate housing issues.

He/She will develop, implement, monitor, adjust and allocate resources to fulfill departmental goals, objectives and responsibilities. The director will direct and oversee short-term and long-range work planning, goal setting, prioritization and funding. Continuously monitors and evaluates the efficiency, effectiveness, and cost of service delivery.

The director will direct the development and implementation of the department budget averaging \$32 million annually. Administers and submits department budgets and funding requests including monitoring and evaluating use of resources. Reviews operations and maintenance of correctional facilities and operations. Authorizes and determines general type and scope of corrections strategies, policies, goals, initiatives and objectives. Administers, monitors and evaluates the use of resources. Directs trend analysis and other projects related to correctional facility operations. Develops recommendation for the Board of County Commissioners related to projected expansion and construction needs and



methods of meeting departmental and public needs. Reviews and modifies the organizational structure as required to meet changing needs.

Represents the Board of County Commissioners as chief spokesperson for matters involving the Corrections Department. Directs and monitors development of and/or negotiates various contracts, agreements and proposals with vendor and service providers.



Supervises and directs the work of subordinate managers and supervisors; evaluates work of subordinates; selects, hires, terminates and implements discipline for subordinates as necessary. Establishes departmental policies, procedures and guidelines. Monitors the training of employees to meet current and projected demands. Directs and reviews internal special investigations as needed.

Confers with government officials and general public on issues and concerns relating to plans, programs and projections of the department. Reviews and respond to various local, state and federal legislative issues and proposals on behalf of the organization and community as it pertains to fiscal and operational impacts. Develops programs and methods to educate government officials and the public and influence professional and public opinion on matters relating to the department. Provides professional corrections consultation to other government officials as requested and/or directed.

Expectations

The incumbent must be able to exercise a high degree of inventiveness, imagination, innovation and independent judgment to identify critical and non-critical issues, to develop and analyze options, and to make and implement decisions; creatively use analytical tools; solve problems in cooperation with other disciplines and entities; keep multi-task timelines coordinated; and work with diverse groups/individuals to develop common ground around differing values and opinions. The incumbent must be adept at critically thinking through the stages and execution of plans, programs; must be able to directly and creatively manage resources to ensure priorities and commitments are kept.



Working Conditions and Physical Requirements:

Work is performed within an office environment within a lock-up facility and involves exposure to potentially hostile individuals. Requires travel between the DOC facilities and other County facilities on a regular basis and to meetings, including those scheduled on weekends or evenings.

The Incumbent Must Have the Following Knowledge, Skills and Abilities:

Working knowledge of governmental organizations, rules, regulations and processes. Working knowledge within area of responsibility of relevant laws and regulatory agency requirements including federal, state, and local laws, rules, and regulations. Working knowledge and demonstrated proficiency in principles necessary to plan, develop, manage finance, operate, and maintain major County facilities. Thorough knowledge of the basic principles of effective management and supervision. Skilled in making critical decisions involving large, complex technical or financial transactions, skill in making decisions and exercise sound judgment in developing, applying and interpreting policies and procedures, skill in communicating effectively orally and in writing. Skill in establishing and maintaining effective working relationships with County officials, other local government officials, employees, and the public, skill in supervising professional, technical, and administrative staff. Skill in public relations activities to include speaking before large groups, drafting news releases and stories, articulate to the media, the Board, government officials, departments heads, employees and the public.



Guidelines Used for position governance: RCW, WAC, State and Local Court Rules, County fiscal policies and procedures; federal, state and local laws and regulations regarding incarceration; federal, state and local grant management guidelines, and DOC policies and procedures. WA State Criminal Justice Commission Training and collective bargaining agreements.

Knowledge of:

- Corrections, detention, law enforcement and professional security administration
- Operations and planning factors necessary to ensure appropriate levels of service to the public and other service users
- Principles and practices of corrections and security administration including related laws, rules, regulations and legislation
- Principles and practices of correctional, law enforcement and security programs
- Organizational management practices
- Budget preparation and administration methods
- Rights and privileges of incarcerated persons and the public for correctional purposes
- Supervisory principles and personnel management practices including principles of collective bargaining
- Computer applications for a broad array of purposes including statistical evaluation, projections and organizational planning.



Skills in:

- Directing and managing the operations of a large department
- Planning and supervising the work of a diverse group of employees in multiple collective bargaining groups
- Interpreting, and applying a variety of rules, regulations and legislation affecting the operations of a correctional facility
- Analyzing emergency situations and taking appropriate and timely action
- Directing and managing multiple, long- and short-range complex projects simultaneously
- Presenting a professional image of Yakima County and its mission using personal integrity, intelligence, honesty, interpersonal and multicultural sensitivity and fairness
- Using computer, related software applications and basic office equipment
- Determining priorities and making critical decisions; developing projects
- Supervising, coaching, monitoring and evaluating staff
- Developing and implementing policies and procedures
- Solving problems and resolving conflicts
- Establishing effective working relationships with elected officials, management staff, subordinates, employees and officials of other jurisdictions, and the general public
- Communicating effectively both verbal and in writing



Education and Experience Requirements

Minimally Required Education and Experience

- Bachelor's Degree in Corrections, Behavioral Science, Criminal Justice, Public Administration, Human Development, or a closely related discipline AND seven (7) or more years of broad scope and progressively responsible management experience practicing professional corrections and law or law enforcement services; **OR**
- Any equivalent combination of education, training and experience that provides the required skills, knowledge and abilities.
- Successful completion of a state certified Basic Corrections and a Basic Law Enforcement Training Academy equivalent to the Washington State Criminal Justice Training Commission.
- Fulfillment of all certification requirements according to the Washington State Criminal Justice Training Commission.
- Valid Washington State driver's license or obtain one within 3 months.

Preferred Skills and Qualifications:

- Previous experience working with unions, collective bargaining agreements or involvement in the negotiation process.

Yakima County Attractions



Public Lands

The Yakima Valley is surrounded by numerous recreation areas including Mount Rainier National Park, Goat Rocks and William O. Douglas wilderness areas; the Wenatchee National Forest; Yakima Scenic River; many lakes and streams.

Scenic Byways

Chinook Pass, White Pass, Yakama, and Yakima River Canyon are designated scenic byways. www.byways.org

The Yakima Greenway

Designated conservation area and a 20-mile multi-use bike/pedestrian path along the Yakima River.

Mountain Biking and Rock Climbing: Waterfalls, steep-walled canyons and open ridge tops. The Cowiche Canyon Conservancy and Snow Mountain Ranch offers close to town experiences. www.cowichecanyon.org.

Cross-country and Nordic skiing and snowboarding facilities are only 50 miles west of Yakima at White Pass. The average annual snowfall is 350 inches. The Summit elevation is 6,000ft. <http://www.skiwhitepass.com/>.

The Arts: Yakima is active in the arts and hosts music events such as the Chinook Fest and Fresh Hop Ale Festival, community theatre and orchestra through Warehouse Theatre and the Yakima Symphony Orchestra as well as national Broadway productions in the historic Capitol Theatre.



Yakima Valley Wines, Hops and Beer: Yakima and the Yakima Valley are world renowned for our 80 plus wineries and 13,000 acres of vineyards, consistently producing some of the finest wines in the nation. Yakima Valley also produces 75% of the nation's hops and the Yakima Valley was named the Best Beer Experience for 2017. <http://visityakima.com/yakima-valley-craft-brews.asp>.

Golfing

The moderate climate and **300 days of sunshine** a year is ideal for golfing. Apple Tree, River Ridge, Suntides, Westwood West, and the Yakima Country Club.

Education

Home of the Pacific Northwest University of Health Sciences Medical School, Heritage University, Yakima Valley College and Central Washington University in nearby Ellensburg.



Yakima County Benefits

Yakima County offers a generous benefit package that includes the following:

- **Health Benefits:** Comprehensive health including medical, dental, vision and prescription coverage administered by the WA State PEBB (Public Employee Benefits Board). Plan offerings include traditional, Health Maintenance Organizations (HMO) and Consumer Driven Health Plans (CDHP). www.hca.wa.gov
- **Complimentary benefits:** Term life and long-term disability policies for you paid for by the County; additional option to purchase coverage for spouse and dependents. These programs are also administered by the WA State PEBB (Public Employee Benefits Board). www.hca.wa.gov
- **Health Savings Account (HSA):** Employer contributions to your account upon enrollment in a Consumer Driven Health Plan. KeyBank
- **Health Reimbursement Account (VEBA):** Employer contributions based on your health plan selection. www.hraveba.org
- **Flexible Spending Accounts:** Tax deferred wages for Health or Dependent Care paid for by you and administered by Allegiance Benefit Management. www.askallegiance.com
- **Voluntary Benefits:** Short term disability, critical illness, cancer, vision and pet insurance. These policies are paid for by you.
- **Paid Time Off (PTO):** 15 days annually which may be used for vacation or illness.
- **WA State Paid Sick Leave (WPSL):** 1 hour of paid leave for every 40 hours worked for you to use for the care of yourself or family member.
- **Holidays:** 10 paid holidays per year.



- **Retirement:** Participation in the Washington State Public Employees Retirement System.
- **Deferred Compensation:** 3 plan options for tax deferred savings plans to enhance retirement. Plans are offered through Mass Mutual, Nationwide or the Washington State Deferred Compensation Program.
- **Salary Range:** Specific offer amount will commensurate with experience. Salary Range: \$130,000 - \$140,000 depending on experience.

The Application and Selection Process

Job Announcement is open until filled.

An online application process is required. For consideration, please submit your cover letter, resume and at least three (3) professional references to: https://yakimacounty.wd5.myworkdayjobs.com/YakimaCountyWA/job/Main-Jail/Dept-of-Corrections-Director_R324

Yakima County ensures equal employment opportunities. Disabled applicants may request accommodation to participate in the job application and/or selection process. For further information, contact Human Resources.



HUMAN RESOURCES DEPARTMENT

128 N. 2nd Street Room B27

YAKIMA WA 98901

Email: human.resources@co.yakima.wa.us

Telephone: (509) 574-2210

Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.