



CHELAN COUNTY, WASHINGTON
*is seeking a talented senior administrator to
serve as the County's*

REGIONAL JUSTICE CENTER (JAIL) DIRECTOR

\$90,000 - \$101,000 *plus excellent benefits*

apply by **March 14, 2012**

THE COMMUNITY

[Chelan County](#), WA, is 2,920 square miles in size and is located in the center of the state. Chelan County has four distinct seasons, 300 sunshine-filled days a year, rivers, lakes, and historic towns and mountains so close you can touch them.



If you want to experience nature, Chelan County offers outdoor enthusiasts a wealth of adventure - from golfing, boating, kayaking, skiing, bird watching, hiking and camping to hunting, fishing, rock climbing and whitewater rafting. If you're a road or mountain biker, you'll love the 10-mile paved loop trail meandering the shores of the Columbia River. Or, for a more intense biking adventure, try Devil's Gulch, one of Washington's premier mountain biking destinations.

If cultural adventure is more your style, stroll through the national award-winning historic downtown in Wenatchee, where you'll find a gem within the Wenatchee Valley Museum and Cultural Center. You can take in the Art on the Avenues sculpture tour, experience the Wenatchee Valley Symphony, visit local award-winning wineries or attend a performance at one of Wenatchee's theaters.

Chelan County is also home to Wenatchee Valley, the apple capital of the world, and a center for growing apples, pears, peaches, apricots and cherries. A truly farm-fresh adventure awaits you. The Chelan County Regional Justice Center is an adult correctional facility, located in the City of Wenatchee.

CHELAN COUNTY GOVERNMENT

Chelan County is a non-charter county, providing a wide range of services. The County General Fund budget for 2012 is nearly \$31 million and with an overall FTE total of 425. Governance is provided by three elected County Commissioners.

THE DEPARTMENT

The Regional Justice Center is Chelan County's largest Department, with a budget of more than \$9 million and 80 FTEs.

The Regional Justice Center Director reports to the Chelan County Commission, providing updated information on operational, budgetary and personnel matters.

In addition to the 275-bed main facility, the Department operates a 42-bed secure inmate worker facility (currently empty), and minimum-custody direct supervision 66-bed work release and work programs facility. Total rated capacity of Department facilities and programs is 383. The Average Daily Inmate Population for 2011 was 305, with an average of 20 bookings per day.

The Department consists of five major Divisions:

- 1) The Corrections Division is responsible for Jail Operations. It is managed by the Deputy Director, who is supported by six Sergeants, seven Corporals, and 34 Deputies.
- 2) The Medical Division is managed by the Nursing Supervisor, three full-time Nurses, one part-time nurses, with a part-time clerical worker. A part-time Physicians Assistant is also employed.
- 3) The Administrative Division is responsible for Financial Management, Grant Management, Budget, Payroll, Benefits and Personnel. The Division is managed by the Administrative Manager, who is supported by the Administrative Supervisor, an Administrative Specialist, and five Control Room Operators.

4) The Programs Division is responsible for Grant Programs, Training, Accreditation, Personnel Testing, and Jail Industries. The Division is managed by the Programs Sergeant.

5) The Food Service Division is managed by the Food Service Manager which provides approximately 1,000 meals per day with the help of six Food Service Deputies

The Deputy Director, Nursing Supervisor, Administrative Manager, Programs Sergeant, Food Service Manager, Mental Health Coordinator and Campus Security Deputy report directly to the Department Director.

CHALLENGES FACING THE DEPARTMENT

Regional Relations

The Chelan County Regional Justice Center Department currently has solid working relationships with agencies in the regional criminal justice community and statewide. The candidate selected will be expected to continue and build upon these relationships for the future.

Trend Analysis

The past two years has seen a significant drop in jail population statewide. Realistic analysis of population issues determines operational and budgetary priorities.

Employee Relations

Maintaining a solid and supportive work environment plays a key role in recruiting, developing and retaining employees. This will be a critical task for the new Director.

Business and Budget Management

The Regional Justice Center Director is required to analyze operations and implement solid practices for projecting, tracking, and managing costs, billing and cash flow. The Director will be expected to lead and participate in cooperative efforts with Law Enforcement, Courts and other Criminal Justice agencies to increase efficiency and reduce the overall cost of the Criminal Justice System.

THE POSITION

The position of Regional Justice Center Director requires an individual with vision and proven leadership, management and analytical skills.

The current Director is retiring after nearly five years at the jail and forty years experience in corrections.

The next Director should have experience reporting to an elected board regarding management of an organization of similar size and/or complexity. Extensive knowledge of all phases of corrections work, including alternatives to detention, is highly desirable.

The next Director will be expected to demonstrate understanding of effective management and administration practices and principles, including labor negotiations, budgeting, planning and forecasting. The Director will also need a firm understanding of the interaction of the Department's operations with other criminal justice agencies.

THE IDEAL CANDIDATE

The County is seeking a highly ethical, principled, and accountable professional who has demonstrated leadership and management skills in a comparable environment. The ideal candidate will have a proven successful corrections career, including comprehensive understanding of federal, state and local laws governing corrections facilities, as well as technical knowledge of modern practices and proven techniques of corrections and correction programs management.

He/She will be an excellent communicator, accomplished at building consensus and creating a positive work environment. Candidates should have a positive approach to problem-solving and be innovative in the development of department programs.

The candidate should have significant successful management experience in an organized labor environment, and should have knowledge of legal and corrections policy issues in Washington State. Sound budgetary experience is a must, with skills in making the most of limited resources.

The ideal candidate will be an innovator, a superb communicator and a clear and concise writer, able to represent the County and the Department at all levels. This person must have excellent interpersonal skills and will be a good listener who works well with the Commission, Criminal Justice partner agencies and personnel throughout the organization.

The new Director will be expected to move the Department to the next level of professionalism with progressive programs and policies, increased efficiency, and development of programs that will enhance the image of the Department. He/She should value community involvement and be comfortable participating in community and professional activities.

EXPERIENCE & EDUCATION

A bachelor's degree in corrections, criminal justice, public administration, or related field, and ten years of increasingly responsible administration/management experience, including at least three years in a management level position or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. A master's degree and a record of continuing education are highly desirable. The candidate must never have been convicted of any crime of violence in any court, and must not have any arrest for drug or felony violations.

COMPENSATION

- \$90,000 to \$101,000 depending on qualifications
- Choice of medical plans with a maximum of \$1,250 per month to cover costs of medical insurance for the employee, spouse and dependant children.
- Dental premium paid 100% for employee. Spouse/dependants may be covered at employee's own expense by payroll deduction.
- Annual vision examination
- \$50,000 life insurance
- Long Term Disability Insurance
- \$100 per month County Contribution to VEBA
- Washington State PERS retirement
- Deferred Compensation
- 20 Days Per Year Vacation
- 8 Hours per Month Sick Leave Accrual
- 10 paid holidays per year plus 1 floating day
- Relocation assistance is available



HOW TO APPLY

Go to www.co.chelan.wa.us

A complete application must include all of the following:

- Letter of Interest
- Chelan County Job Application
- Resume
- Response to Supplemental Questions
- Authorization for Background Check
- Contact Information of 3 Professional References

APPLICATIONS DUE MARCH 14, 2012

Completed Applications should be mailed to:

Chelan County Commissioners
Jail Director Recruitment
400 Douglas Street, Suite 201
Wenatchee, WA 98801

QUESTIONS

Call Jail Director Phil Stanley at 509-667-6277 or phil.stanley@co.chelan.wa.us



WWW.CO.CHELAN.WA.US
