

Parole Program Director

V66050

DESCRIPTION OF OCCUPATIONAL WORK

Under general supervision, plans, directs and coordinates general business operations such as budgeting, purchasing, fixed assets, and building services of an area/location/office/structure leased by the Board of Parole, Directs, evaluates, and coordinates the operations of several business functions and associated work units; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is responsible for all aspects of managing an area/location/office/structure leased by the Board of Parole. This includes policies/procedures, business/financials, facility maintenance, security, and treatment programming. The position functions independently, keeping superiors informed of activities and progress through reports, in-person visits, emails, phone calls, and consultations. Some of the work is carried out through subordinate supervisors and staff (e.g., facility maintenance, security, and treatment programming).

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops policies/procedures and internal controls regarding multiple business areas; Interprets state/federal laws, rules, regulations, and standards.

Consults/advises the assistant director of supervision and services on all business and related administrative matters to identify impact of actions/problems and to develop solutions. Consults the assistant director of supervision and services for approval of policy changes.

Address any safety and health concerns immediately and in compliance with the all Prison Rape Elimination Act (PREA) requirements.

Assist in the creation and implementation of a curriculum plan for clients to follow.

Ensures proper maintenance of accounting and cost records (payables and receivables); prepares financial reports. Conducts financial analysis and initiate corrective action when necessary. Checks and reviews accuracy and compliance of transactions with established policies/procedures.

Prepares the budget; monitors status; controls fiscal actions and proper program disbursements; approves expenditures; prepares monthly, quarterly, and annual reports; compiles data for the State legislature and other government entities.

Manages purchasing of supplies, materials, and equipment; manages fixed assets inventory; determine when items need to be replaced; determines/processes surplus equipment, material and/or property.

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Works with internal and external treatment and service providers (for mental health, substance abuse etc.) as well as legal counsel to set up and monitor contracts with treatment and service providers.

Engage with community stakeholders and participate in outreach within the community.

Supervises professional and supervisory staff which includes hiring, training, scheduling/assigning work, monitoring/evaluating performance, approving leave and counseling/disciplining staff.

Conducts staff meetings to coordinate the activities of assigned work functions.

Checks work areas and operations through regular inspection.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: business practices/methods/systems; general accounting systems; state accounting policies/procedures; state purchasing processes/policies/procedures; personnel policies and principles; agency rules/regulations and policies/procedures.

Skill in: budget preparation and reporting; mathematical computations; oral presentation; supervising assigned employees; communicating effectively; developing solutions to problems; analyzing financial data.

Ability to: establish positive working relationships with all contacts; identify and resolve problems; read, understand, interpret, and apply rules/regulations, policies/procedure, laws, and other work directives; establish priorities; make independent decisions; supervise/direct/coordinate a large and diverse staff.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree in business or public administration, social work/behavioral sciences, education, health sciences, public health, law, or related field and two-years of experience in program planning, implementation, budgeting, monitoring, evaluation, marketing a program or service and supervising/managing staff.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 11/2022

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date