Pennington County Sheriff’s Office Job Description

Job Title: Program Coordinator
Division: 24/7
Reports To: Chief Deputy Sheriff
Grade: 18
FLSA Status: Exempt
Approved Date: 2/28/12

Job Summary
The 24/7 Program Coordinator is responsible for the supervision and administration of clients as well as supervision for the 24/7 Tech staff. In a manner consistent with the Sheriff’s Office philosophy, the Program Coordinator must maintain an efficient and professional operation.

Essential Duties and Responsibilities
- Supervising 24/7 Techs to ensure professional delivery of testing services, including selecting, training, scheduling, and managing performance
- Supervising the work of administrative support staff member
- Conducting performance evaluations of all supervised staff
- Maintaining program policy and procedure manual
- Managing supplies and ensuring availability by tracking inventory and ordering supplies
- Overseeing all monetary transactions, including receivables, deposits, remittance of fees, distribution of refunds, and account activities
- Managing program budget, both projected and actual
- Tracking Secure Continuous Remote Alcohol Monitor SCRAM accounts and corresponding waiting lists
- Representing 24/7 program throughout the state as requested by Sheriff or Chief Deputy
- Working cooperatively with interested parties, such as Judges, Court Service Officers, Parole Agents, Parole Officers, States Attorney’s Office, Public Defender’s Office, Law Enforcement, and the Department of Social Services.
- Performing other duties as assigned

Minimum Requirements
- Bachelor’s Degree in a Related Field
- 3 Years supervisory experience

Working Environment
Work is performed in an office environment.
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Physical Requirements
While performing this job the employee is required to sit, use hands, talk and hear. The employee is frequently required to walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.

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