



## Pennington County 24/7 Program Coordinator (Exempt C41)

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### **Position Objective:**

The 24/7 Program Coordinator is responsible for the directing the day-to-day operations of the Pennington County 24/7 Sobriety Program, its staff and clients assigned to the program in accordance with SDCL 1-11. The Pennington County 24/7 Sobriety Program is used as a national model for program implementation and success.

This includes direct supervision of 11 employees, directing the activities of over 1000 participants, managing a \$580,000 operating budget, and serving as the Pennington County representative for the courts, probation, parole, attorneys, state and other public safety entities.

The 24/7 Program Coordinator is entrusted to make autonomous decisions under the program philosophy to best serve the intended outcome of the alternative to incarceration.

Serving under the Chief Deputy, the 24/7 Program Coordinator provides direction to multi-disciplinary agencies, clients and staff seven days a week.

### **Essential Functions:**

- Directing the staff operations to include selection, performance management, scheduling, training and disciplinary action up to and including termination.
- Providing strategic input and directing implementation of program policy and procedure
- Oversight and direction of all monetary transactions, including receivables, deposits, remittance of fees, distribution of refunds, and account activities.
- Evaluating and directing the program to implement best practices, efficiencies, and effectiveness.
- Negotiating contracts with state agencies relevant to 24/7 program services
- Using discretion to determine handling of complex participant situations.
- Managing program budget, to include annual budget planning, income, expenditures and tracking.
- Directing records management to include communicating sensitive, detailed information to the courts, jail and other holding authorities.
- Using discretion to direct program participants to include enrollment, termination, enforcing sanctions, and money collection
- Directing and implementing policy decisions as a multi-disciplinary effort with judges, court services, parole and probation, attorneys, public safety officials and department of social services.
- Representing the program statewide on behalf of the Sheriff or Chief Deputy.
- Preparing and communicating program statistics
- Tracking Secure Continuous Remote Alcohol Monitor SCRAM accounts and corresponding waiting lists
- Managing supplies and ensuring availability by tracking inventory and ordering supplies
- Attending trainings and meetings as assigned.
- Performing other duties a assigned

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

**Experience and/or Education Required:**

- Bachelor's Degree in a Criminal Justice, Human Services or related field
- 3 Years supervisory experience
- Preference for those with proven experience operating a program
- Valid South Dakota Driver's License
- Ability to successfully meet the background investigation and pre-employment drug screen standards as outlined in Sheriff's Office Policy.

**Working Environment:**

Work is performed in an office environment.

**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.