



Pennington County Work Program Coordinator (Non-Exempt B21)

Position Objective:

The Work Program Coordinator works to supervise, monitor and develop the Pennington County Jail Community Service Program in partnership with the Unified Justice System (UJS). The Work Program Coordinator is responsible for scheduling, assigning and orientating those sentenced to complete community service. The Work Program Coordinator will work closely with the Pennington County Jail, UJS, and community service entities to ensure meaningful work and the successful completion of program participants. This position requires strong written communication and organizational skills.

The Work Program Coordinator works Monday through Friday day time hours and is responsible for the direct supervision of the Work Program Technician and other staff as assigned.

The Work Program Coordinator is an employee of the Pennington County Sheriff's Office and initially funded by the MacArthur Safety and Justice Challenge Grant.

Essential Functions:

- Supervises the Work Program Technician to include staff selection, the assignment of work, scheduling, performance evaluation, discipline administration and training.
- Supervises individuals sentenced to community service to include assignment, orientation, training, documentation and reporting.
- Develops and administers work program orientation, policies and procedures for participants and staff.
- Develops community relationships to establish community work assignments and sites
- Maintains and tracks inventory.
- Works closely with the Pennington County Jail Team and UJS to track and communicate completion and violations.
- Adheres to policy and procedure.
- Attends meetings and trainings as required.
- Performing other duties as 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:

- High School Diploma or GED
- Preference given to those with experience supervising inmates or work crews.
- 3 years working in the criminal justice system.
- 1 year demonstrated working knowledge with computer databases and Microsoft Office.
- Valid South Dakota Driver's License

Working Environment:

This position will spend part of their typical work day in an office setting and the remainder on the assigned daily community service work sites. This will include time in a vehicle, outdoors in varying forecasts and in a secure detention center. This position will supervise those assigned to community service as a condition of sentence. They may be exposed to verbal and physical abuse.

Physical Requirements:

This position will be required to operate a motor vehicle, sit and/or stand for extended periods of time, bend, kneel, walk and see. It will require the ability to effectively communicate in person, via the phone, radio and other electronic devices. This position occasionally will require lifting, pushing and carrying of objects up to 50 pounds.

Pre-Employment/ Internal Promotional Requirements
