

The Fayette County Community Criminal Justice Board is accepting applications for the position of Director of the Fayette County Community Corrections Program. The duties and responsibilities of this position include the following:

1. Responsibility for the overall management and operation of the Fayette County Community Corrections Program.
2. Formulation of all rules, regulations and other procedures required for the operation of this program, subject to the approval of the Fayette County Community Criminal Justice Board.
3. Direct supervision of the Manager of the Fayette County Community Corrections Day Report Center and other subordinate personnel employed by the Fayette County Community Corrections Day Report Center.
4. The negotiation of all agreements with treatment providers and providers of other services designed to benefit the offenders participating in this Community Corrections Program.
5. Attendance at all regular and special meetings of the Fayette County Community Criminal Justice Board for purposes of reporting on the progress of this Community Corrections Program.
6. The structured monitoring of all inmates sentenced to this program through the supervision of the work of the employees of the Fayette County Community Corrections Program Day Report Center.
7. The maintenance of all official records required to properly document the operations of this program.
8. Provide routine reports to the Fayette County Community Criminal Justice Board, the Fayette County Commission, the Grant Program Director, the Grant Fiscal Officer, the Chief Circuit Judge of Fayette County and other persons having an interest in the operation of this program.
9. Monitor the effectiveness of all treatment programs and other services provided to offenders sentenced to participate in this program.
10. Monitor all operations of this program for the purpose of ensuring full compliance with all grant guidelines, regulations and conditions.
11. Make recommendations to the Fayette County Community Criminal Justice Board, the Fayette County Commission and the Chief Circuit Judge of Fayette County concerning ways in which the operation of this program may be modified and improved.
12. Prepare or assist in the preparation of the annual grant application submitted to the State of West Virginia for funding for the continued operation of this Community Corrections Program.
13. Prepare an annual budget request for submission to the Fayette County Community Criminal Justice Board and the Fayette County Commission for program expenses not funded thru the annual Community Corrections Grant but which are necessary for the effective operation of this program.
14. Perform such other tasks as may be reasonably established and assigned for the efficient and effective operation of this program.

The successful applicant must possess excellent written and oral communication skills, be familiar with computer operation including but not limited to Microsoft Word, Excel and Power Point and be able to work independently with minimal supervision and oversight. A minimum of a High School diploma is required for this position. A Bachelor's Degree in Criminal Justice, Social Work or a related field is desirable but not required. Extensive practical work experience and training in law enforcement, corrections, social work or a related field may be substituted for

advanced educational requirements for this position. Applicants must possess a valid West Virginia Driver's license and have a clean driving record with no DUI convictions or history of serious moving violations. Applicants must have no criminal history for felony offenses or serious misdemeanor offenses and are subject to routine drug screening and a comprehensive pre-employment background check, including credit check. Preference will be given to applicants who are honorably discharged veterans of the United States Military.

This position requires a normal weekly work schedule of Monday through Friday from 8:00 am until 4:00 pm, but some overtime work may be required. The salary for this position is based on education, experience or a combination of both. The successful applicant will be enrolled into the West Virginia Public Employees' Retirement System (PERS) and will have access to health, dental and vision insurance through the West Virginia Public Employees' Insurance Agency (PEIA) and/or an insurance plan through the West Virginia Association of Counties (WVACO) with a nominal employee contribution required for these insurance benefits. This position also includes paid holidays, vacation, sick leave and military leave.

Resumes for this position will be accepted from interested applicants until the close of business November 1, 2021. Applications may be mailed to the attention of Sheriff Mike Fridley at the Fayette County Sheriff's Office, P.O. Box 509, Suite 5, Fayetteville, WV 25840 or emailed to Sheriff Mike Fridley at mfridley@fayettesheriff.net and Prosecuting Attorney Anthony Ciliberti at Anthony.ciliberti.pa@gmail.com Applicants may be requested to appear before the Fayette County Community Criminal Justice Board for an employment interview.