



EMPLOYMENT OPPORTUNITY

PROGRAM SERVICES MANAGER

SALARY AND BENEFITS

Level I: \$21.00 - \$27.72 per hour, plus benefits

Level II: \$23.02 - \$30.43 per hour, plus benefits

FILING DEADLINE

5:00 p.m., December 1, 2022

DUTIES AND RESPONSIBILITIES

The Program Services Manager, under direct supervision from the Supervising Probation Officer, plans and coordinates programs to reduce criminal offender recidivism, increase successful re-entry from juvenile hall/jail/probation and provide intensive community supervision of criminal offenders. The Program Services Manager arranges services that cross a wide variety of County, regional, public and non-profit agencies. All duties may not be performed by all incumbents. The major duties of the job include:

- Provides information, receives direction and makes presentations to the executive members of the Community Corrections Partnership Plan.
- Represent the program needs with direction from the Supervising Probation Officer. Interact with a variety of high-level individuals and governmental agencies to disseminate information, gain cooperation and resolve administrative issues.
- Assist and/or prepare work plans and other administrative and fiscal functions, including: determining goals and objectives, reviewing and analyzing effectiveness and fidelity.
- The Program Services Manager will assist criminal offenders to:
 - Enhance their coping skills through group and peer counseling
 - Reconnect with their families
 - Remove barriers to employment
 - Improve daily living skills
 - Structure healthy activities in the community
 - Find positive community connections
- Research and prepare program specific technical, administrative and written correspondence, as necessary.
- Recommend policy and develop appropriate procedures for programs.
- Communicate closely with Probation staff regarding the progress of criminal offenders participating in programs.
- Coordinate services for participants based on individualized needs/risks.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Level I and II:

Equivalent to a Bachelor's degree from an accredited college or university in appropriate field.

Experience

Level I:

Three years of responsible administrative experience with at least one-year experience in specific or closely related program preferred.

Level II:

Three years' experience as a Program Services Manager I.

Licenses and Certifications

Possess a valid driver's license as required by the position.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. For a bulletin and a required Lassen County application, visit the Personnel Department at our website at <http://lassencounty.org> or visit the application center at the address below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Opened: November 3, 2022

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice. EOE