



Title: Director, Personal Bond & Collections Offices

Department: Personal Bond Office & Collections

Reports to: Commissioners Court

Direct Reports: Collections Manager; Personal Bond Supervisor; Assistant Director, Personal Bond & Collections Offices

JOB SUMMARY

- The Director will lead the creation of a pre-trial assessment and supervision division within the Galveston County Personal Bond Office, and oversee both the existing and newly created functions of that Office.
- The Director will be in charge of creating and integrating a system of pre-trial risk assessments, recommended non-financial bail conditions, arrestee supervision structures and protocols, and communications with courts in consultation with the Galveston County and Judicial Criminal Justice Coordinating Advisory Council (locally known as the Coordinating Council).
- The Director will be provided assistance by a technical team contract to support justice system modernization in Galveston County.
- The Director will oversee, manage and integrate the existing functions of the Personal Bond Office, including financial interviews of arrestees, generating personal bonds, and receiving check-in calls from arrestees who are released on personal bond.
- The Director will oversee other existing justice system-related functions under the Commissioners Court as assigned, including but not limited to, Collections, Law Library, and the associated support staff.

The Director is expected to develop and manage:

- (a) financial assessment protocols for defendants at intake in the jail/justice system;
- (b) risk assessment protocols that include the selection, use and monitoring of a risk assessment instrument in consultation with the judiciary and the Coordinating Council;
- (c) protocols to make recommendations for personal bond and non-financial bail conditions to the magistrates and judiciary;
- (d) supervision and sanctioning strategies for defendants granted personal or surety bond with supervision conditions;
- (e) communication protocols to the courts;
- (f) protocols to divert appropriate defendants to mental health services;
- (g) a system of metrics to measure failure-to-appear in court and recidivism, among other factors;
- (h) staffing and workspace requirements and plans; and
- (i) relationships with the Coordinating Council to continue to identify improvements and make proposals for enhancing pretrial programs and diversion capacity

QUALIFICATIONS

Education

Minimum: Bachelor's degree in Sociology, Criminal Justice, Social Work, Psychology, Public Administration, Management or a related field from an accredited college or university.

Preferred: Master's degree in any of the relevant areas listed above, and/or law degree from an accredited college or university.

Experience

Minimum: A minimum of seven years of work-related experience in a justice or social services agency, including at least three years in a mid to upper-level management position that included staff supervision. Demonstrated competency in training and staff supervision, direct involvement in program implementation, and the management of budgets.

Preferred: At least five years of experience, including at least three years of management experience, in either a Personal Bond Office or in a Probation Office utilizing both supervision and risk assessment protocols. Demonstrated familiarity and/or experience with personal bond/pretrial services offices or probation offices in Texas is preferred.

Other

- Three professional references that can discuss the applicant's ability to effectively manage staff and establish effective working relationships with elected officials and the public.
- Excellent Computer skills.
- Excellent Customer Service skills.
- Excellent decision making and problem solving skills.
- Excellent oral and written communication skills.
- Must possess a valid Texas Driver's License.
- Must pass a Criminal Background check.

ESSENTIAL JOB FUNCTIONS

- To direct and manage the daily fiscal, administrative and operational activities of the department to ensure that goals and objectives are accomplished in accordance with the directives of the Commissioners Court, statutory mandates, and in consultation with local judicial officials and guidance from the Coordinating Council.
- To develop integration strategies to effectively work with other county departments and judicial officials; meet and work with judges, attorneys, elected officials and the general public to resolve problems; establish collaborative working relationships; and ensure consistency with applicable policy and procedure.
- To develop and implement policies and procedures, establish goals and objectives, and monitor/evaluate department activities to ensure compliance with applicable federal, state, and local laws and regulations.
- To collect data, maintain records and generate reports needed for the effective operations of the department.
- To effectively manage agency staff, organize the work flow within and across courts and operational areas; resolve identified barriers/issues by creating corrective action plans related to any identified deficiencies.
- To effectively manage personnel functions for the department, including but not limited to hiring, staff training, staff supervision, coordination of work assignments, evaluation of performance and resolving operational and personnel issues.
- To perform other duties as assigned by Commissioners Court.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table or while intermittently sitting, standing, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.
- Emergency Preparedness Tier Level: 2

PAY GRADE AND FLSA STATUS

- Pay Grade: 28 (Anticipated Hiring Salary Range of \$111,304.70-122,859.56)
- FLSA Status: Exempt

Persons interested in applying for this position should send a resume and a sample of technical writing skills, such as a cover letter, to:

HR.Applications@co.galveston.tx.us

Or by mail to:

**Galveston County Human Resources
722 Moody Avenue
Galveston, Texas 77550**