

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ADMINISTRATOR, CIVIL COMMITMENT UNIT
SEXUAL OFFENDERS

DEFINITION

Administers and directs all staff, program operations and development, services and activities (e.g., psychological services and assessment, program and physical plant security, budget, personnel functions and program legal requirements) for the Civil Commitment Unit for violent Sexual Offenders (CCUSO); performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate staff; effectively takes personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments; administers personnel and related policies and procedures.

Plans, directs and administers a wide variety of administrative, diagnostic and evaluative, clinical, counseling and behavior modification/management programming services to persons committed to the unit as violent sexual offenders in order to maximize the rehabilitative potential of the patients.

Plans, organizes, and is otherwise responsible for procedures, policies, budgets, staffing requirements, operating conditions, and long range planning pertaining to the scope of activities of the unit within the policies and procedures as set out by the department director and deputy director.

Establishes, implements and maintains program management systems which insure development of appropriate, effective, and consistent treatment services based on identified needs of patients and which provide a system of measuring levels of achievements/changes.

Implements and enforces operational policies necessary to ensure the safety of patients, program staff and the community.

Implements and enforces operational policies necessary to achieve and/or maintain accreditation and certification as appropriate.

Serves as the unit spokesperson/representative in contacts with the news media, legislators, elected and/or appointed officials, and court and legal representatives to provide a greater understanding of the mission and purpose of the facility.

Administers staffing to ensure that qualified persons are assigned to areas through administration of labor contracts, development and implementation of staff training programs, adherence to affirmative action policies, and compliance with state rules, administrative procedures and statutes.

Justifies capital improvement and other budgetary requests so that facility needs are clearly documented and communicated.

Attends professional meetings and conferences, keeping abreast of current trends and movements in the field.

COMPETENCIES REQUIRED

Knowledge of the problems, motivations, attitude and behaviors of individuals under the care, custody and control of the CCUSO program, including knowledge of sex offenders, violent offenders and psychopaths and about the process of sexual violence, sexual assault cycles and behavioral profiling.

Knowledge of the general principles of management of a secure facility particularly in the arena of civil commitment of violent sexual offenders, psychiatric services, addictive disease and/or mental health programs, services or units.

Knowledge of sexual offender laws and regulations including but not limited to sexual violent perpetrators and the CCUSO program.

Knowledge of the principles and practices of administering a program of psychiatric, psychological or mental health services

Knowledge of the principles and practices of clinical psychology, including assessments, clinical interviews, evaluation procedures, individual and group counseling and behavioral techniques used with sex offenders, and working with clients who are treatment resistant.

Knowledge of fiscal management, budget preparation, monitoring and reporting.

Ability to direct and supervise staff in the planning, scheduling and oversight of patients in CCUSO program situations as part of the rehabilitation process.

Ability to develop and foster team work, motivate staff, train staff, establish and maintain order, discipline fairly, remain calm and act quickly in emergencies.

Ability to plan work procedures and to supervise employees, enforcing regulations with firmness, tact and impartiality.

Sufficient stability to respond to intensely emotional situations, the ability to adjust to work pressures or difficult situations without being negatively impacted by stress.

Ability to supervise employees that provide professional psychology services.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university in criminal justice, law enforcement, psychology, counseling, social work, healthcare management or a related field and the equivalent of five years of paid full-time management experience in a program for violent sexual offenders, sexual assault perpetrators, corrections, mental health, intellectual disabilities, and/or a locked/secure/high risk psychiatric unit;

OR

an equivalent combination of education and experience substituting the equivalent of one year of the above type full-time work experience for each year of the required education to a maximum substitution of four years;

OR

an equivalent combination of education and experience substituting the equivalent of one year (twenty-four semester or equivalent hours) of graduate level course work in penology, the social/behavioral sciences, business administration or public administration, for each year of the required full-time experience to a maximum substitution of two years.

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Class Code: 15270

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Department of Administrative Services – Human Resource Enterprise (formerly known as the Iowa Department of Personnel). Apply directly to the employing agency.

Effective Date: 03/12 BR