

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V –  
Field Services

SALARY GROUP: B21

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Carey A. Welebob DATE: 10/08/2015

POSITION #: 100133

**I. JOB SUMMARY**

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees activities of staff within the Field Services section of the Community Justice Assistance Division (CJAD); plans, implements, coordinates, monitors, and evaluates performance measurement tools to assist management in the execution of Community Supervision and Corrections Department (CSCD) program activities and services; develops and implements program guidelines, policies, procedures, rules, and regulations; and monitors compliance with policies and procedures.
  - B. Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; oversees the preparation of program management and CSCD reports and studies; develops and implements techniques for evaluating CSCD program services; and oversees and conducts reviews and program analyses of funding information on program activities and services receiving funding through the CJAD.
  - C. Confers with departmental and program staff on program problems and issues to identify and implement solutions; provides guidance to employees in handling performance issues and problems; and provides training and technical assistance in the program area.
  - D. Plans, assigns, and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning program administration, criminal justice, or technical review experience.
3. Experience in the supervision of employees preferred.
4. Criminal justice experience preferred.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to develop and evaluate administrative policies and procedures.
9. Skill to plan work in order to meet established guidelines.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill to review technical data and prepare technical reports.
14. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.