

East Tennessee Probation Correctional Administrator

JOB ANNOUNCEMENT: Correctional Administrator, (CA), Executive Service, Grade 117, Salary Range \$5,797 to \$10,435.

This position oversees and monitors the day-to-day operations of multiple Probation districts in East Tennessee. The CA acts as a guide, mentor and coach to district leadership and assists in the development and achievement of the goals for the districts in the region. The CA position requires a proven record of managing accountability from a supervisory perspective.

The CA reports to a Probation Administrator and assists the Administrator with communication to the districts. This position is responsible for assuming a leadership role in Community Supervision activities in the region such as driving initiatives, leading succession planning, and office space planning and utilization. The CA will also participate in administrative activities such as planning quarterly CA meetings and providing assistance with budgetary matters.

The CA acts as a representative of Community Supervision and the Tennessee Department of Correction in performing important public contact and liaison work with law enforcement, court representatives, legislators, community leaders, offenders, their families, victims, and/or the general public. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

Minimum Qualifications:

A Bachelor's Degree with five (5) years of related management and administrative experience. Three years supervisory experience and probation or parole-related experience required. Prefer an advanced degree in any of the following fields: penology, law enforcement, law, public administration, rehabilitation, or social work.

To Apply: Submit the following to: BI_Community.Supervision@tn.gov.

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to leadership roles
- Include salary history and requirement

Closing: The position will remain open until filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.