



GENESEE COUNTY
— MICHIGAN —

Executive Director of Community Engagement

POSITION CLASS:

Appointed

HIRING AUTHORITY:

Genesee County Sheriff

JOB SUMMARY

Works closely with the Sheriff to play a key role in developing community unity, morale and post-release success for the residents of the Genesee County Jail. Responsible for community relations within the office of the Sheriff and with the community we serve. Works to build partnerships and trust to promote mutual respect and strengthening relationships. Engages with residents of the jail, community members, stakeholders, returning citizens and community organizations to create a positive impact and healing within the community. Seeks to develop opportunities for returning citizens and the community alike. Appointed by and works at the pleasure of the Sheriff.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Serves as a liaison and community resource to jailed residents, community members, stakeholders, returning citizens, and community partners and organizations.
- Engages citizens to promote a greater understanding and sense of community with the ultimate goal of building trusting relationships
- Assists in planning, developing and organizing programs to promote positive relationships within the community and with the Office of the Sheriff
- Works collaboratively to address issues affecting under-represented citizens throughout
- Genesee County, bridging communication, identifying needs and developing an understanding that a cooperative effort benefits all.
- Assesses and evaluates community needs for improving engagement.
- Serves as liaison and resource to jail residents, re-entering citizens and related community organizations
- Assists individuals in obtaining support from area agencies, partners and other resources.
- Identifies opportunities to create culture change

ESSENTIAL JOB DUTIES AND FUNCTIONS: (cont).

- Represents and attends functions on behalf of the Office of the Sheriff as assigned by the Sheriff.
- Works jointly with I.G.N.I.T.E. partners and programming to develop growth and sustainability of I.G.N.I.T.E.
- Identifies new ways to impact programming inside and outside of the jail.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the criminal justice system
- Knowledge of I.G.N.I.T.E program
- Knowledge of the local community
- Knowledge of challenges and obstacles for individuals re-entering after incarceration
- Knowledge of community agencies and resources, which deal with the needs of the re-entering citizens
- Executive Director of Community Engagement
- Ability to establish and maintain harmonious relationships with governmental
- Ability agencies, social agencies and the general public
- to establish community collaboration and engagement in a meaningful and sustained way
- Ability to mediate and/or moderate, with empathy, through difficult conversations; Ability to gain trust and respect
- Ability to support jail and community initiatives
- Ability to understand technology in the workplace
- Ability to work independently and within a team
- Ability to exemplify professionalism at all times
- Ability to commit to diversification
- Ability to communicate effectively orally and in writing
- Ability to maintain good interpersonal relationships
- Ability to attend work regularly and work under stressful conditions.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.”



DESIRED QUALIFICATIONS:

Being a Returning Citizen, having served no less than five (5) years incarcerated in the criminal justice system and have successfully re-entered society

PHYSICAL REQUIREMENTS:

Must posses a valid Michigan Driver's License
Must be willing and able to work evenings, weekends and holidays
Must pass a detailed background investigation



Anita Gallegos
Human Resources Director

Established: August 2022



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