Shelby County Government

About Us

Welcome to Shelby County Government's application process!

All employees hired after September 1, 1986, must be residents of Shelby County and shall continue to reside in the County as a condition of their employment. The residency requirement shall **not** apply to certain public safety/civil service employees. This means exemption of this policy is in effect for the following departments and positions: (1) Sheriff Deputy Patrol Officers and Deputy Jailers, employed by the Sheriff Department, (2) Correction Officers employed by the Division of Corrections, (3) Firefighters and Paramedics personnel employed by the Shelby County Fire Department. The residency exemption for public safety/civil service employees does not include appointed positions with the Sheriff's Office, Division of Corrections or the Fire Department.

Please read carefully before applying for any positions!

- Carefully read the job descriptions and requirements for the position before applying by clicking "Details" next to the job title.
- All Shelby County Government positions are subject to a background check for any convictions that have a substantial relationship to potential job duties. Only convictions that are substantially related to potential job duties will be considered and will not automatically disqualify the candidate.
- Apply online by selecting the job title you are interested in and click "Apply Now".
- If this is your first time applying online, you must create an account and select a Username and Password. After your account is established, you will begin your application. Your application may be saved and used to apply for more than one job opening.
- If you have previously created an account or applied using this system click "Apply Now" and login to use your saved application.
- Please carefully follow the instructions outlined in the application screen to ensure your application is submitted correctly for the position.
- You are responsible for documenting that you meet all of the requirements for the position. An incomplete application, missing documents, or false responses to questions may result in disqualification. It is important that your application include all relevant education and experience, including your Shelby County Government jobs. Before applying for a position, please update your profile (address, education, work history, etc.) to ensure that the most current information is considered as a part of the application.
- Applications are accepted until 11:59 pm CST of the closing date in the job posting.
- You will be notified by email only, regarding the status of your application. The Human Resources office will not provide application status by telephone.

If special assistance is needed to complete the application process, please email Human Resources at HRinfo@shelbycountytn.gov

Job Status Definitions

Closed Promotional – For current Shelby County Permanent or Durational employees only; excludes Shelby County temporary employees and Shelby County employees on original job probation, extended probation, disciplinary probation, or suspension.

Grant-Funded - Funded by a grant for a duration of time as defined by the grant.

Select Language ▼

Open – Open to the public and Shelby County employees.

Open Register – A register of qualified applicants to be retained until a specified period of time to be considered for employment or until the list of eligible applicants is exhausted.

Shelby County Government (SCG) employees apply their professional expertise, and unique skill sets to their work every day, including qualifying military experience. As a prospective SCG employee with previous armed services experience, you can apply your tactical skills, leadership, integrity, and teamwork to promote, protect and improve the health and environment of all Shelby County residents. We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

Candidates will be selected to move forward in the hiring process based upon qualifications. After interviews are complete and an offer is made, the candidate will be subject to a background check for any convictions that have a substantial relationship to potential job duties. Convictions and arrest histories will not automatically disqualify a candidate.

Requests for ADA accommodation for the recruitment process should be directed via email to HRinfo@shelbycountytn.gov.

Job Detail

Back to all Jobs

Administrator - COMMUNITY SAFETY (Dir of Comm Services) (Open Positions: 1)

Apply Now

Closes On: May 8, 2024 at 11:59 PM CST

Department: Director of Community Services
Job Status: Full-Time
Rate of Pay: $6,705.42 Monthly Min. - $11,533.25 Monthly Max
Status: Appointed
Details: Requisition #24-132846

Position Summary

The position reports to the Director or Deputy Director of the Division of Community Services and oversees the development, implementation, and oversight of a county-wide community safety strategy to prevent and reduce violence and promote community well-being and hope.

Pay Grade: 59
Salary Commensurate with Experience and Education

Minimum Qualifications

100% -
1. Seven (7) years of experience in an increasingly responsible administrative capacity in program development and management; AND

2. Bachelor's degree from an accredited college or university in public or business administration, health services administration/management, social work, sociology, or related field; OR

Select Language ▼

3. An equivalent combination of related education and/or experience.

4. PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED.

Duties and Responsibilities

1. Facilitates, in collaboration with multi-disciplinary government, public health, and community partners, the development and implementation of collaborative and innovative strategies to support community safety.

2. Develops thought leadership around specific topics/emerging practices in violence prevention and intervention areas as well as other alternatives to traditional public safety responses.

3. Cultivates community safety and violence prevention programs, including visioning program goals and strategies and continuously evaluating their progress and effectiveness.

4. Creates and adheres to project management plans, monitoring timeliness of milestones that ensure adequate completion of deliverables.

5. Researches, writes, administers, and reports on grants to increase programmatic capacity for internal programs as well as those of our community partners.

6. Provides technical assistance and organizational capacity building around program development and leadership, operations, and fiscal management.

7. Co-facilitates improved data and information sharing among the Division and other government, public health, and community partners.

8. Coordinate with the Division’s data lead on implementing data-driven improvement strategies.

9. Partners with senior Division staff in essential internal leadership activities (strategic planning, administration, and human resources).

10. Serves as a liaison with academic partners on any formal evaluation or external analyses.

11. Provides all services in a culturally responsive manner that is responsive to community needs.

12. Performs other related duties as required or directed.

KSA's

KSAs -

1. Demonstrated Knowledge of program management experience, including but not limited to supervising staff, monitoring budgets, documenting activities and outcomes, and meeting program goals.

2. Ability to execute multiple tasks while responding to multiple priorities.

3. Ability to succeed in developing successful collaborative working relationships with counterparts from diverse backgrounds, including local government and community partners.

4. Strong Knowledge of strategic and analytical skills.

5. Ability to have communication and interpersonal skills: articulate and tactful oral and written communication skills.

6. Ability to productively interact with a wide range and levels of organizations (government, private sector, nonprofits, grassroots organizations, research institutions).

7. Ability to demonstrate a track record of flexibility.

8. Ability to react and adapt quickly to unexpected changes, and ready to anticipate problems provide creative solutions, and meet deadlines in challenging situations.

Select Language ▼

9. Knowledge of working with individuals impacted by violence, and knowledge of community violence organizations and groups.

10. Ability to have effectively communicate with a variety of stakeholders, including grassroots organizations, community activists, law enforcement personnel, and public officials.

11. Ability to provide strategic community engagement abilities.

12. Ability to plan, organize, and direct the work of others.

13. Knowledge of organizational awareness and the ability to analyze and brief senior leaders.

14. Consistent ability to exercise sound judgment and discretion.

15. Ability to be a flexible and creative problem solver with a result-oriented focus.

16. Ability to understand and rely upon data and the best available experimental and experiential evidence to guide decision-making.

17. Expert Knowledge of Microsoft Suite products

Special Requirements

1. Must possess a valid Tennessee driver's license or secure one by date of employment.

2. Must have daily access to operable automobiles and meet county requirements for automobile insurance upon the date of employment.

3. Must be able to work evenings and weekends as needed.

Disclaimer

This position is subject to a background check for any convictions that have a substantial relationship to potential job duties. Only convictions that are substantially related to potential job duties will be considered and will not automatically disqualify the candidate.

Select Language ▼