

Vacancy Announcement

POSITION: EXECUTIVE DIRECTOR
SALARY RANGE: \$144,000 to \$147,000
OPENING DATE: September 30, 2021
CLOSING DATE: Open Until Filled
AREA OF CONSIDERATION: All Sources
ORGANIZATION LOCATION: District of Columbia Sentencing Commission, 441 4th St., NW, Suite 430 South, Washington, DC 20001
Phone: 202.727.8822

The District of Columbia Sentencing Commission is an independent agency of District of Columbia government consisting of 17 members. The agency staff presently consists of 7 employees. The Commission developed, implemented, and oversees the sentencing guidelines used by judges in felony cases sentenced in the Superior Court in the District of Columbia. The Commission monitors compliance with the guidelines and evaluates the use of departures, provides training to judges and practitioners on the application of the sentencing guidelines application, conducts research on felony sentencing trends and patterns for the District of Columbia, and provides sentencing data to a wide range of district, federal, and academic partners

The Commission is also responsible for developing, operating, and maintaining an extensive data system, GRID, which integrates data from the DC Superior Court, Court Services Offender Supervision Agency, and the Metropolitan Police Departure. This integrated data system enables the agency to analyze arrest, conviction, and sentencing information throughout the complete criminal justice life cycle of a felony case and provides data for policy changes.

CONDITIONS OF EMPLOYMENT

The director reports directly to the Commission and its chairman and serves at their pleasure. This is an excepted service appointment, and the director will be required to become a resident of the District of Columbia no later than 180 days after his or her appointment.

DUTIES AND RESPONSIBILITIES

Responsibilities of the Executive Director include: (1) developing and managing research strategies for Commission and developing data driven proposals to justify changes in sentencing policy; (2) drafting legislative testimony and preparing for briefings and meetings with Members of the Council, their staffs, the Mayor's office, other governmental agencies, and other interested parties; (3) developing and managing the Commission's budget and ensuring sound financial management, personnel policies, identifying and overseeing agency contractual obligations, developing the agency's annual performance plan and ensuring other administrative matters are addressed in accordance with the District's policies and timelines; (4) overseeing the GRID data system to ensure data quality and availability, and, (5) managing the production and distribution of annual and other interim reports generated by the Commission.

MANDATORY EDUCATION AND QUALIFICATION REQUIREMENTS

Applicants must demonstrate proven leadership and management experience and abilities directly related to the work of this position, which has equipped the applicant with the specific knowledge, skills, and abilities to carry out the required duties of this position.

Applicants must possess a law degree (JD) from an accredited law school **or** an advanced degree in the social sciences (Ph.D. preferred), such as criminology, criminal justice, sociology, or public policy/administration. Highly competitive applicants will have education and/or experience in most or all of the following areas:

- (1) Effective leadership and management skills, gained through training and previous employment in formal and informal leadership roles;
- (2) Understanding of sentencing guidelines in the District of Columbia and elsewhere, and of criminal law and criminal procedure;
- (3) Strong social science research and quantitative analysis skills;
- (4) Excellent analysis, writing, and editing skills. The applicant must possess the ability to express, orally and in writing, complex issues in clear and succinct language so that the concepts are understood by both lawyers and non-lawyers, and must also possess effective presentation skills in business meetings and public forums;
- (5) Ability to serve as a spokesperson for the agency and to develop and maintain harmonious and effective working relationships with a diverse group of organizations and key individuals; and
- (6) Understanding and experience in developing, implementing, and maintain complex data information systems.

HOW TO APPLY: To be considered, applicants must submit by mail or e-mail (1) a resume, (2) a [DC form 2000](#), and (3) a cover letter.

To submit application materials via e-mail:

Mia.Hebb@dc.gov

To submit application materials by mail

Send to:

Mia Hebb, Staff Assistant

District of Columbia Sentencing Commission

441 4th St., NW Suite 430 South

Washington, DC 20001

Phone: 202.727.8822

Fax: 202.727.7929

webpage: <https://sdc.dc.gov>

Applications will be screened as they are received, and interviews may be conducted before the closing date. Application and enclosure(s) will not be returned. Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986.

THE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER