

Lorain/Medina Community Based Correctional Facility



9892 Murray Ridge Road
Elyria, Ohio 44035-6957
(440) 281-9708
Fax (440) 281-9713

Employment Opportunity

Please Note: Posting for this position will close and applications will not be accepted after 4:00 p.m. on Friday, February 27, 2026.

Internal applicants can apply by sending an e-mail and updated resume to Nicole Hepler, Human Resources.

Interested external applicants may submit applications/resumes to nhepler@lmcbcf.com . Applications can be obtained on-line at lmcbcf.com .

Position: Executive Director	
Starting Salary: \$90,000- \$115,000 (Salary TBD to Commensurate with Experience)	Employment Status: Full Time Salary
FLSA Status: Exempt	Work Schedule: 40 hours/week
Reports To: FGB Chairperson	Department: Administrative Offices

Job Function: Under the direction of the Facility Governing Board (“FGB”) serves as the Executive Director of the Community Based Correctional Facility (CBCF), and in accordance with the Ohio Revised Code, Section 2301.55 A (1) “... shall control, manage, operate, and have general charge of the facility and program and shall have custody of its property, files, and records.” The Executive Director is responsible for the operation of the CBCF in conformity with existing federal and state laws and regulations, and those set by the Department of Rehabilitation and Corrections. The Executive Director is responsible for the implementation and maintenance of a program (s) that reflect current evidenced based criminal justice theories and practices. The Executive Director shall present and maintain a program designed to meet the individual needs of the residents and assist them in successful community reentry while providing for facility safety and security and public safety throughout the residents’ stay at the CBCF.

Positions Directly Reporting to Executive Director:

Operations Director
Program Director
Secretary of Budget & Finance
Secretary of Human Resources & Program Audits
Secretary

Positions Indirectly Reporting to Executive Director

Operations Assistant
Resident Advisor
Program Coordinator
Education Coordinator
Case Manager
Chemical Dependency Counselor
Intake Specialist
Program Specialist

Essential Duties & Responsibilities

Functional Operations

- Directs the day-to-day operations of the CBCF.
- Conducts regularly scheduled meetings with all administrative personnel.
- Responsible for ensuring fair and humane treatment of all residents and staff.
- Responsible to interact regularly with residents and all staff.
- Oversees all programs and treatment services provided to residents.
- Evaluates program effectiveness and/or seeks research experts to evaluate program effectiveness.
- Oversees the development, submission of and compliance with the Ohio Department of Rehabilitation and Corrections Grant Funding Guidelines.
- Operates the facility in compliance with the FGB approved Policy & Procedure Manual.
- Responsible for monitoring proposed legislation, advocating with legislators and others to promote effective and appropriate regulations and services for the facility, the courts, the community and residents. Must keep the FGB abreast of all legislative activities and legislation that may or will affect the CBCF.
- Regularly reviews program fidelity, the security of the physical plant and operational procedures to insure institutional propriety.
- Oversees and is responsible for maintaining a sound working relationship with the Courts, community agencies, professional organizations and others to best serve the residents and the community.

Supervision

- Provides supervision of immediate subordinates as indicated by the Table of Organization.
- Interacts regularly and provides supervision, as needed, to any and all employees.

Financial

- Responsible for development, implementation and monitoring of budgets and strategic planning for the CBCF.
- Responsible for compliance with the Auditor of State, County Auditor, and County Treasurer's procedures for fiscal management of the facility.
- Oversees and is responsible for all agreements and contracts needed for the operation of the facility.

Administrative

- Provides the FGB with adequate information to help them reach sound decisions and establish policies and procedures.
- Responsible for timely submission of all policy and procedures to the FGB for review and final approval.
- Works with the Judicial Advisory Board (JAB) to provide an orientation for new FGB members and annual ethics training for all FGB members.
- Oversees and/or develops and maintains current policies and procedures needed to operate the facility in a legally compliant, efficient and effective manner.
- Responsible for and has final authority for all Human Resources Department actions, including the hiring, training, evaluation and discipline of staff members.
- Oversees all actions and correspondence with Lorain County Prosecutor's Office regarding legal matters and legal representation.
- Networks with other CBCF's, other state and county agencies and various outside agencies within the community.
- Participates in relevant professional organizations, serves on community and criminal justice boards relevant to the facility.
- Promotes good public relations.
- Responsible for all media inquiries and interacts with the media to promote a positive image for the facility.
- Responsible for all other duties as assigned by the FGB.

Professional Competency/Awareness

- Facilitates participation and professional conferences, seminars, and workshops; and provides for pre-service, orientation, and in-service training for all employees of the facility.
- Encourages participation in professional organizations by all staff of the facility.
- Makes professional literature available to all staff of the facility.
- Encourages continuing education for all staff of the facility.
- Develops and supports professional standards for the operation of the facility.
- Implements performance evaluation systems to ensure the maintenance of professional standards in the conduct of business in the facility.
- Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.

Working Conditions

- Potential exists of exposure to disease/illness.
- This is a minimum-security facility, therefore all outside access doors are locked at all times.
- Responsible for on-call contact twenty-four hours a day for response to disaster or crisis situations occurring at or related to the facility.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.

- Ability to lift, pull, push, and manipulate equipment.
- Ability to sit and/or stand for long periods of time.
- Ability to operate an automobile.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Lorain/Medina Community Based Correctional Facility provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Qualifications

- Bachelor's degree from an accredited university in the field of criminal justice, law, public administration, education, behavioral sciences, or a related field.
- Minimum of five (5) years supervision/administrative experience in the field of counseling, community corrections, human services, protective services, or residential programming.
- Administrative experience in an evidence-based residential community corrections program preferred.
- Knowledge of administrative functions, management and supervision.
- Ability to supervise and manage.
- Knowledge of fiscal administration.
- Knowledge of behavioral sciences and ability to perform research.
- Knowledge of minimum-security facility needs.
- Knowledge of prison crowding diversion programs and issues.
- Knowledge of correctional facility operations, criminal justice system, legal terminology, court operations, administrative and business functions, employment laws and regulations.
- Knowledge of legal liability issues.
- Ability to develop and maintain effective working relationships with agencies, supervisors, associates, residents, and the general public.
- Knowledge of offender treatment languages and practices.
- Ability to interview and counsel.
- Sound interpersonal communication skills.
- Strong verbal skills.
- Excellent writing skills.
- Adequately skilled in the use of computers and other technology to perform the duties of the position.
- Must have and maintain a valid State of Ohio Driver's License.
- Must have and maintain automobile liability insurance.
- An acceptable driving record is required.