

**Todd-Wadena Community Corrections
Full-Time Employment Opportunity**

Director

Opening Date: October 9, 2025

Closing Date: Position will remain open until filled, with first round of application screenings on October 16, 2025.

Location: Home office for this position is Long Prairie or Wadena, MN. Travel between counties and office locations is required as determined by agency needs.

Purpose of Position:

The purpose of this position is to provide overall administration of Todd-Wadena Community Corrections; to ensure policy and program implementation; to supervise all staff; and to promote the successful adjustment and integration of clients into the community.

Minimum Qualifications:

Minimum qualifications include a Bachelor's degree in Criminal Justice, Psychology, Social work or related field and experience demonstrating successful performance in progressively responsible management assignments; a valid MN driver's license and auto insurance; reliable transportation; excellent communication and organizational skills as well as the ability to establish and maintain working relationships with a variety of people. Criminal background checks are required for this position to meet Agency policy regarding criminal history and offender association. Submit to criminal history checks per Agency policy. Convictions, continuances, stays of adjudication, or other dispositions for crimes other than minor traffic offenses may disqualify individuals from the position. Must immediately report any disqualifying changes to criminal history post-employment.

Salary: Annual Salary range is \$115,000 - \$125,000.

Benefits: Benefits-eligible positions include: paid time off for earned sick and vacation; paid holidays; excellent insurance plans (health, dental, vision, life, and short and long-term disability); pre-tax accounts for medical, dental, vision and daycare expenses; PERA pension plan; and 457(b) retirement options.

Hours of Work: Normal working hours are Monday through Friday 8:00a.m. to 4:30p.m. This position is Exempt under the Fair Labor Standards Act. Some non-traditional hours including some evening/weekend hours are required at times in order to meet the needs of the position.

Position Status: Safety-sensitive position; FLSA exempt

How to Apply: Contact Megan Kruse, Administrative Assistant, at megan.kruse@co.todd.mn.us or [Tel:320-732-6165](tel:320-732-6165), for an application packet. Submit cover letter, resume, and completed application to Megan Kruse, Administrative Assistant, Todd-Wadena Community Corrections, 221 First Avenue South, Suite 200, Long Prairie, MN 56347.

“An Equal Opportunity Employer”