



October 2018  
FLSA: EXEMPT  
CLASS CODE: 00647

## **DIRECTOR OF COLLABORATIVE JUSTICE COURTS & PROGRAMS**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Collaborative Justice Department; directs the development of grants, funding requests, and other fundraising programs to support services and programs; fosters cooperative working relationships with partner agencies, private organizations and potential funders; selects, motivates, and evaluates the work of staff and trains staff in work procedures; plans, manages, and oversees the daily functions, operations, and activities of the Collaborative Justice Program within the Superior Court; attends collaborative court hearings; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Court Executive Officer. Exercises general direction and supervision over supervisory, professional, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates in all activities of the Collaborative Justice Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the Court Executive Officer in a variety of administrative, coordinative, analytical, and liaison capacities. This class works closely with judges assigned to the Collaborative Justice Department. Successful performance of the work requires knowledge of judicial policy and court functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Superior Court goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Collaborative Court Department programs, services, and activities, including grants and funding, program budgets, service contracts, and commencement.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Court policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, supervises, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's activities by developing, reviewing, and implementing policies and procedures to meet legal requirements and Court needs; continuously monitors and evaluates the efficiency and effectiveness of activities, delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Seeks out grant funding opportunities at the county, state and federal levels; writes, oversees and manages grant funding for Collaborative Court programs.
- Works very closely with Collaborative Court Judges and Staff to ensure smooth operations of department calendars; ensures all calendars have staff coverage for meetings with clients in preparation of daily court appearances.
- Conducts quality assurance and evaluation of contracted programs to ensure appropriate treatment of inmates; periodically inspects facilities to ensure contractual compliance.
- Represents the department to other Superior Court departments, judges, and outside agencies; explains and interprets collaborative justice programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to a wide variety of committees, partner agencies, private organizations, County Board of Supervisors and other potential funders.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of corrections, behavioral health and homelessness.
- Maintains and directs the maintenance of working and official departmental files; periodically reviews forms and procedures for applicability.
- Monitors changes in laws, regulations, and new legislation to determine effect on programs; implements policy and procedural changes as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Judicial system budget development, contract administration, Court-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Contemporary programmatic approaches to managing substance abuse within a society; factors affecting the disease of substance abuse and alcoholism.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of Superior Court administration and Drug Court best practices.
- Principles and practices of collaborative justice infrastructure and program management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including HIPPA rules.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Court in contacts with agencies, community groups, and various judicial, professional, educational, regulatory, and legislative organizations.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Court.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, and professional personnel; delegate authority and responsibility.
- Select, train, motivate, supervise, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the Court and the department in meetings with governmental agencies, contractors, vendors, and various professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to an Bachelor's degree from an accredited college or university with major course work in psychology, counseling, public administration, business administration or a related field, and increasingly responsible case management experience in a substance abuse or social crisis program, including three (3) years of supervisory experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.