



**ASSISTANT DIRECTOR - FAMILY JUSTICE CENTER**

**Department: Executive**  
**Job Class: 104900**  
**Pay Range: Executive 02**

**FLSA: Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible, professional work in the management and coordination of the Family Justice Center (FJC). An employee in this classification is responsible for bringing together numerous agencies including civil and criminal systems, county/city government services, and community agencies as they relate to domestic violence victims. Other responsibilities include planning, assigning and coordinating administrative programs, projects and services that comply with the legal requirements of the F J C. Duties involve assisting in the administration and control of the center; considerable independent effort to establish concepts, programs and procedures that comply with laws, regulations and center philosophy. Position involves considerable independent judgment to act in liaison with other agencies. The Assistant Director is appointed by and serves at the pleasure of the FJC Executive Board. The position reports directly to the Director of the FJC.

**ESSENTIAL FUNCTIONS:**

- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit. Determine work procedures and methods for expediting workflow.
- Assign, review and coordinate the work of administrative staff.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Coordinate the training of the center staff.
- Coordinate various agency services including government, civil/criminal systems, and community services as they relate to domestic violence victims.
- Coordinate with partners to develop service delivery plans and schedules.
- Establish standards, methods and procedures for the center and ensure objectives are achieved.
- Ensure confidentiality of all services rendered.
- Assist with developing and preparing short and long-range plans.
- Coordinate Center services with participating agencies, including media interaction, public relations and education as it relates to the Center's Mission.
- Assist in development, preparation and oversight of the Center's budget, accounting and grant/contract management.
- Assist in establishing the overall goals and objectives for the Center.
- Maintain the Center's Continuity of Operations Plan.
- Coordinate Center payroll.
- Maintain department policies.
- Collect and maintain Center statistics. Generate reports.
- Interact with the public on domestic violence needs and grievances.
- Coordinate, prepare and deliver presentations to the public, Tacoma City Council, County Council and County Executive, upon request.
- Maintain positive working relationships with other governmental agencies and departments, community social services agencies, public and private officials, and the public.

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- Maintain regular, predictable and punctual attendance during regularly scheduled work hours.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other related job functions as assigned

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed with considerable latitude for independent judgment and the employee is expected to manage services and staff in conjunction with the Center's mission. The Assistant Director is appointed by and serves at the pleasure of the FJC Board. Work is reviewed by the Director for compliance with regulations, policies and procedures.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Assistant Director works in an office environment on a daily basis. Travel to various work sites and/or meeting locations are required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work may be subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Frequent finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, some pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site is required

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Domestic Violence issues including, civil, legal and advocacy matters
- Confidentiality requirements of individual agencies and organizations as relating to domestic violence victims.
- General office practices and procedures.
- Principles and practices of public administration and personnel management.

##### **Skill in:**

- Providing persuasive presentations.
- Public speaking
- Establishing and maintaining strong relationships with various groups and organizations
- Strategic planning.
- Policy development and implementation.

##### **Ability to:**

- Plan, assign and coordinate work of subordinates.
- Supervise the development and maintenance of services.
- Identify needs and develop and implement action plans.

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- Create and implement policies and procedures.
- Analyze complex administrative problems and make policy and procedural recommendations to the solution.
- Negotiate and solve various matters.
- Train staff and volunteers as needed.
- Coordinate the preparation of periodic reports.
- Meet and articulate the F J C mission with various County, State and Federal Officials.
- Write clear, concise and accurate reports and recommendations.
- Understand and follow instructions.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing, to audiences of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

#### **MINIMUM REQUIREMENTS TO APPLY:**

- Bachelor degree in criminal justice, social work, sociology, public administration or closely related field and
- 5 years of progressively responsible experience in law enforcement, program management and/or leadership.
- OR any equivalent combination of experience and education that clearly demonstrates the ability to perform the essential functions of the position may be substituted.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete all required background investigations. A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required.