



**DIRECTOR OF FAMILY JUSTICE CENTER**

**Department:** Executive  
**Job Class:** 105000  
**Pay Range:** Executive 07

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

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

**GENERAL FUNCTION:** This is highly responsible administrative and management work for the Family Justice Center (FJC) created through an interlocal agreement between Pierce County and the City of Tacoma. The position has overall responsibility for the F J C and the services provided. Work includes the responsibility for leading and facilitating the activities of the Center including the determination of major policies, preparing short and long-term center plans and development of yearly work program and budget. The director is appointed by, serves at the pleasure of, and reports to the FJC Executive Board. Work is performed with considerable independence with general direction and review from the FJC Executive Board.

**ESSENTIAL FUNCTIONS:**

- Advise the FJC Executive Board on Center matters through personal contact, written reports, and public testimony.
- Oversee the development and implementation of the goals and objectives of the Center.
- Direct department policies and procedures involving all operations.
- Manage, supervise and coordinate activities of the Center.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; approve hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Oversee Center activities as they relate to other community and human services agencies, manage coordination among partner agencies.
- Work as liaison with County Executive County Council, and the Tacoma City Council.
- Oversee preparation of annual budget.
- Monitor and approve annual budget and expenditures for the Center.
- Represent the Center at various local, state, and federal meetings, conferences and seminars.
- Manage and supervise the preparation, implementation and monitoring of grants and contracts.
- Provide legislative testimony regarding Center objectives, programs and funding matters.
- Ensure compliance with federal, state and local laws, regulations and guidelines.
- Maintain open communication to news media, Boards and Commissions, and special interest groups regarding the planning and overall objectives of the Center.
- Maintain positive working relationships with other governmental agencies and departments, law enforcement, community social services agencies, public and private officials, and the general public.
- 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:**

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- Perform other related job functions as assigned

**SUPERVISION RECEIVED AND EXERCISED:** Work involves considerable independence with general direction and review through conferences, written work, reports and results achieved. The Director is appointed by and serves at the pleasure of the FJC Executive Board. The Director will provide general overall management and supervision to subordinates, and the F J C programs.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The 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. Frequent exposure to hostile and/or battered clientele is required.

**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 is required. 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 the work site is required

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

#### **Knowledge of:**

- Domestic Violence prosecution and law enforcement obligations.
- Current federal, state and local laws, regulations, guidelines, and best practices which apply to the Center's work.
- Multi-agency collaborative programs.
- Preparing and justifying budgets and monitoring and controlling expenditures.
- Leadership and management principals.
- Organizational development.
- Strategic planning.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

#### **Skill in:**

- Providing persuasive presentations.
- Public speaking
- Establishing and maintaining strong relationships with various groups and organizations including, state, federal and local officials.

#### **Ability to:**

- Plan, assign, supervise and evaluate the work of subordinates.
- Plan, project and analyze program funding patterns.
- Develop sustaining partnerships.
- Develop and maintain organizational plan for the Center and personnel.
- Make appropriate budgetary decisions regarding staffing, services and programs.

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- Direct and participate in the preparation and implementation of a comprehensive, multi-year program(s).
- Meet and articulate the F J C mission with various County, State and Federal Officials.
- Work effectively and productively with others.
- Provide management philosophy that encourages teamwork, empowerment, responsibility and participation.
- 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
- 6 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.

**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.