



JUVENILE COURT SERVICES PROGRAM MANAGER

Department: Juvenile Court
Job Class #: 200300
Pay Range: Professional 09

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 professional work of a complex nature managing the Court Services Division, Juvenile Court, a division of Superior Court. An employee in this class uses a variety of complex rules and processes requiring application of specialized skills and knowledge. The incumbent performs a variety of administrative tasks generally in the area of policy-making, budget development, and personnel selection and supervision.

ESSENTIAL FUNCTIONS

- Plans, directs, supervises, and coordinates the activities of the Court Services Division. Responsible for oversight of court services to ensure compliance with Office of the Administrator of the Courts, local Superior Court and Juvenile rules.
- In collaboration with private sector and other governmental departments develops and implements operating procedures for the coordination of best practice policies within Court Services.
- Responsible for the development and ongoing monitoring of a best practice docketing system resulting in the efficient utilization of judicial resources.
- Interprets office management protocols to the public, other government departments, and the private bar.
- Develops and monitors departmental budget. Approves purchases of supplies and materials.
- Responsible for the efficient movement of personnel, both professional and public, through the court process.
- Participates in the recruiting, hiring, and disciplinary action of staff. Oversees goal setting, employee evaluations, training, and staff development.
- Oversees employee development relative to management and supervisory advancement.
- Evaluates the need for employing temporary hires and outside consultants, including preparation, reviewing, and evaluation of performance.
- Develops and implements record retention and processes consistent with state statute.
- Responsible for ensuring best practice relative to file management systems.
- Represents the Juvenile Court on local and state wide boards and task forces.
- Person reports directly to the Administrator of Juvenile Court Services and by virtue of title and responsibility is a member of the management team and as such participates in the development and implementation of organizational goals, objectives, policies and procedures.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles of public administration

JUVENILE COURT SERVICES PROGRAM MANAGER

Classification Description - Pierce County

Page 2

- Knowledge of the principles of program organization and management, including specific knowledge of court services operations, record management, and office of the Administrator of the Courts (Supreme Court Administrative Branch) requirements.
- Considerable knowledge of information technology specific to the Court Services operation.
- Considerable knowledge of principles and practices of personnel management.
- Knowledge of County Code and regulations related to departmental operation.
- Ability to communicate effectively, both orally and in writing with a wide variety of individuals and groups.
- Ability to speak convincingly at public meetings.
- Ability to understand, interpret and apply county, state, and federal regulations as related to the specific department.
- Ability to effectively plan, supervise, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with a wide variety of individuals and groups who may have conflicting goals and purposes.
- Ability to analyze complex administrative problems and to make sound policy and procedural recommendations as to their solution.
- Ability to evaluate the efficiency and effectiveness of program procedures and activities.
- Ability to work under stress and maintain composure when confronted with adverse criticism.
- Ability to establish and maintain effective working relationships with County officials, employees and the general public.
- Ability to manage multiple diverse projects.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Graduation from a four-year college or university with a degree in business or public administration or a related field plus four or more years of experience in an administrative position requiring budgetary, personnel, and supervisory skills. Additional education or related experience may substitute for the recruiting requirements.

JUVENILE COURT SERVICES PROGRAM MANAGER

Classification Description - Pierce County

Page 3