



King County

Invites Applications for the Position of:

Program Manager - Involuntary Treatment Act (ITA) Court

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 01/31/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/14/14 04:30 PM (GMT -8:00)

SALARY: \$72,121.92 - \$91,653.74 Annually

LOCATION: King County Courthouse - 516 3rd Ave, Seattle

JOB TYPE: Regular, Full time, 35 hrs/week

DIVISION: King County Superior Court

JOB NUMBER: 2014-03710

SUMMARY:

The responsibilities of this classification include providing overall management for the Involuntary Treatment Act (ITA) (Civil Commitment) Court operations, including policy/program development and implementation, inter-departmental communication, and evaluation of operations. The incumbent is responsible for program performance. The incumbent serves as lead local and state legislative policy analyst.

JOB DUTIES:

The following duties are not intended to represent the entire functional capacity of the position at the task level.

Provide overall organization and management of ITA court operations.

Coordinate court dockets with King County Crisis & Commitment Services (CCS), Prosecuting Attorney's Office and Department of Public Defense.

Coordinate transportation of ITA respondents to court facilities with CCS, boarding hospitals and Evaluation & Treatment Facilities.

Coordinate arranging of interpretation services for respondents in need of such services.

Identify court goals and objectives for ITA court operations and develop policies and procedures needed to achieve goals.

Review and analyze data; conduct trends analyses; recommend operational changes to address trends.

Assist in identifying and filling court staffing needs for ITA.

Assist with local and state policy legislative analysis and budget development.

Implement local and state legislation related to ITA court operations.

Establish working relationships with county departments, community and governmental agencies, associations, media, and the general public. Facilitate meetings with stakeholders to identify and resolve operational issues.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

A Master's degree in public health administration, public administration, social work, criminology, human services or related field, and three years' experience in supervision and five years progressive experience in program management within the fields of court operations, civil commitment, mental health treatment or human services, and/or additional experience in lieu of educational requirement, are required.

SUPPLEMENTAL

INFORMATION:

Additional materials required: Please include a resume and cover letter that describes how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter. Applications that state "see my resume" are considered incomplete and will not be accepted.

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application.
- 2) Attach multiple documents/files in the resume attachment section.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.