



King County

Invites Applications for the Position of:

**Regional Mental Health Court/Regional Veterans Court
Program Manager**

Apply online at <http://www.kingcounty.gov/jobs>

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: 10/28/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 11/12/14 04:30 PM (GMT -8:00)

SALARY: \$65,478.40 - \$83,345.60 Annually

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

JOB TYPE: Regular, Full time, 40 hrs/week

DIVISION: King County District Court

JOB NUMBER: 2014AM04272

SUMMARY:

The Regional Mental Health Court/Regional Veterans Court Manager (Manager) is the primary facilitator of the strategic operations and administrative components of the Regional Mental Health Court (RMHC)/Regional Veterans Court (RVC), and liaison between the RMHC/RVC and its stakeholders, as well as other jurisdictions, agencies and the public. The Manager will actively participate and act as a spokesperson on behalf of the RMHC/RVC on committees, task forces and work groups when directed to do so. The Manager will compile, maintain, and analyze statistical data and reports as well as coordinate with the Court's Budget Director on financial issues impacting the program.

The position will report to the West Division Director in the King County Courthouse in Seattle and will work closely with the RMHC/RVC Judge. Work is performed at a professional level with the expectation of independent judgment and decision-making. The position is expected to demonstrate appropriate and professional judgment, role modeling, leadership and technical expertise.

For additional information about Regional Mental Health Court and Regional Veterans Court please visit the King County District Court website at <http://www.kingcounty.gov/courts/DistrictCourt.aspx>.

JOB DUTIES:

The following duties are not intended to represent all of the duties of the position, but are representative of the primary duties and assignments.

- Maintains a strong working relationship with the RMHC/RVC Judge, team members, and community stakeholders.
- Coordinates meetings and assigned functions of the RMHC/RVC Team (e.g., the Court, including Probation Services, Prosecutor's office, defense attorneys, jail staff, health and human services and treatment providers). Drafts meeting agendas, minutes, summaries, and required supporting information for other meetings.
- Works effectively with the RMHC/RVC Judge and team to manage projects. Develops the scope, budget and schedule to successfully implement the project and support the RMHC/RVC program.
- Monitors social service resource availability and grant funding opportunities and communicates resource availability to the RMHC/RVC Team and the Judge.
- Acts as a liaison and maintains effective relationships with other jurisdictions, agencies and members of the public.
- Handles complex issues, questions, and sensitive and confidential matters.
- Compiles, maintains, and analyzes statistical data and prepares reports, including program evaluations.
- Assists in the development and preparation of press releases and public presentations.
- Assists the Chief Administrative Officer, Directors and Judges in the formulation and implementation of policies, guidelines and procedures for the RMHC/RVC. Manages the implementation of said policies, guidelines, and procedures.
- Monitors legislative changes and updates team members accordingly.
- Researches and monitors grant opportunities, assists in the development of grant applications and administers awarded grants.
- Performs other duties as needed.

CORE COMPETENCIES:

- Working knowledge of principles of administration, planning, project management, supervision and organization.
- Ability to use electronic data management systems and MS Excel. Ability to maintain accurate statistics and analyze data, as well as draft reports.
- Ability to learn quickly and understand mental health and substance-related disorders and a working knowledge of co-occurring disorders and veterans services and cultural issues.
- An understanding of criminal justice policy developments and best practices with regard to mentally ill offenders.
- Ability to work effectively with the RMHC/RVC judge and senior court management to plan and execute program innovations.
- Ability to organize effectively and manage multiple projects and to respond quickly to changing priorities.
- Ability to plan, coordinate and improve the work and services of RMHC/RVC as needed.
- Ability to identify needs, develop long-range plans and to evaluate the results.
- Ability to express ideas and recommendations clearly and persuasively, both orally and in writing.
- Outstanding analytical critical thinking and problem-solving skills.
- Ability to establish and maintain effective working relations as well as collaborate with colleagues at the same or higher level, subordinates, both represented and non-represented Court and County employees, as well as persons in other governments, organizations, departments, agencies, and the public.
- Possess strong leadership and organizational skills, attention to detail skills, team building skills and be an agent of change.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

REQUIREMENTS

- Bachelor's Degree in Business or Public Administration, Social Science or closely related field
- Ability to work independently. Possess excellent work ethic and strong organizational skills
- Demonstrated ability to build strong and successful strategic-partner relationships with inter-governmental and outside stakeholders
- Effective team builder
- Demonstrated ability to set priorities and deal effectively with interruptions and constantly changing priorities. Possess ability to handle stressful situations effectively.
- Expert ability to work with diverse groups of people

PREFERRED QUALIFICATIONS

- PhD, Juris Doctorate or Master's degree in Business or Public Administration, Social Science or related field
- Successful grant writing, administration, and program evaluation experience
- Experience as a lead spokesperson for an organization or program
- Court Management or Problem-Solving Court experience
- Knowledge of court operations and structure.

OR

An equivalent combination of education and demonstrated management experience which provides the knowledge, skills and abilities to successfully perform as the RMHC/RVC Manager.

SUPPLEMENTAL INFORMATION:

Selection Process:

Application materials will be screened for relevant experience, qualifications, knowledge and skills and the most competitive candidates will be invited for further testing and/or interviews.

Any employment offer will be contingent upon the results of a criminal background investigation and fingerprinting.

HOW TO APPLY AND CONTACT INFORMATION: Apply online at kingcounty.gov/jobs (preferred), or send your resume and cover letter to Aaron Moe at aaron.moe@kingcounty.gov. For questions, please call (206) 477-3259.

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.

Regional Mental Health Court/Regional Veterans Court Program Manager Supplemental Questionnaire

- * 1. A misdemeanor or felony booking or conviction of any kind may impact your ability to gain access to required Criminal Justice Information Services, which could disqualify you from further consideration. Have you been booked for or convicted of a misdemeanor or felony?

- Yes
 No

* Required Question