

THE COUNTY OF YAKIMA
is now accepting applications
for the position of

SENIOR MANAGER (Juvenile Court Administrator)
JUVENILE COURT

Salary: \$6,589 per month

Opening: There is one vacancy in the Yakima County Juvenile Court for a Senior Manager. Under direction of the Presiding Judges of Yakima County Courts, this position has full management authority and responsibility for day to day operations of the Juvenile Court. This position provides strategic direction, program development, budget development, fiscal accountability and control for the non-judicial components of the Juvenile Court. It has full supervisory and management responsibility for Juvenile Administration and Juvenile Detention operations. Responsibilities include case flow management, records management, fiscal administration management, grant management, statistical analysis and projections, public relations, technology management, and personnel management. This position, as delegated by the Court Director serves as liaison and representative for Juvenile Court in negotiations and meetings with the Board of County Commissioners, Superior and District Court Judges. This position acts, meets and represents independently the Juvenile Court on community committees, legislative committees, Washington State Superior Court Judges Association, Washington State Juvenile Court Administrators Association, news media, Federal, State, County, and city officials, as well as legal community and law and justice agencies. The person in this position works under the Executive direction of the Presiding Judges and must exercise considerable discretion with respect to assignments and duties. *This recruitment may be used to fill other Sr. Manager positions in the Juvenile department within 90 days of the closing of this recruitment.*

Selection Procedure:

Applications will be accepted until 4:00pm, Thursday, December 18, 2014. Applications will be evaluated on the basis of past experience and training. Applicants claiming veterans preference eligibility will be required to complete the Application for Veterans' Preference Form.

Essential Job Functions:

Plans, organizes, directs and supervises all operations and administration of Juvenile Court , programs and services including personnel management, fiscal management, grant procurement and management, information technology, communications, public information and data dissemination; represents and speaks for Juvenile Court and Presiding Judges regarding Legislative issues, Federal and State contract negotiations, local, State and Federal meetings, Union negotiations, committees, media events. Ensures Supreme Court General Rule 29 is adhered to by all Juvenile Justice employees. Chairs and/or participates on local, state and federal law & justice, legislative, and financial committees.

Plans, directs and provides highly responsible and complex administrative support to the Superior Court Judges on all Juvenile Court matter in the County. Directs and manages the preparation and administration of the Juvenile Court budget, representing the Juvenile Court in all budgetary matters with Board of County Commissioners or Chief Financial Officer; identifies and forecasts the Juvenile Courts' short and long range needs; determines necessary resources such as staffing, space, technology and equipment; represents the Juvenile court in major negotiations related to establishment of Juvenile Justice Center physical facilities and provision of services; has sole discretion to determine what programs will be funded or cut based on funding allocations and has full authority to move funds from one Juvenile Court program budget to another based upon Juvenile Court priorities. Directs and manages implementation of new Juvenile legislation priorities, funding mandates and law changes.

Directs the recruitment, selection hiring, supervision and termination, either directly or through delegation to subordinate manager and supervisors, for all non-judicial court employees; ensures effective human resource policies, procedures, laws and regulations are followed in recruitment, hiring, training, motivating, supervising and disciplining employees; monitors supervision techniques of subordinate managers and supervisors to ensure appropriate training, motivation , recognition and/or disciplinary action is delivered; represents the Juvenile court in Union negotiations for working conditions ensuring that General Court Rule 29 is upheld.

Researches, develops and monitors organizational programs, policies, procedures and goals for Juvenile Court; reviews monitors and analyzes legislation, court rules and judicial priorities and directs analytical studies and makes recommendations as appropriate with regard to administration of programming, staffing, care/custody and budget allocation.

Researches, coordinates, develops, implements and monitors numerous state and federal grants and state and local service contracts; oversees management of grants and contracts for requirement compliance; analyzes project outcomes and makes recommendations as appropriate for continued grant or contract involvement. Promotes Juvenile and Consolidated Courts objectives and mission by representing the Courts at various meetings; participates in state and local Board and Committee workgroups such as: Washington Association of Juvenile Court Administrators(WAJCA), Washington State Superior Court Judges Association(WSCJA), Administrative Office of Courts, Washington State CASA Board of Directors, Citizens for Safe Communities Board of Directors, Systems of Care Governing Committee, various WAJCA Committees and the Yakima County Court Management Team.

Directs and manages the resolution of programming, staffing and funding of Juvenile Justice priorities; oversees the coordination of daily case flow and operations management involving the Juvenile Division of Prosecuting Attorneys, Department of Assigned Counsel, Clerks', Attorney General, Department of Security, Juvenile, Detention, Probation/Program and other professional service activities as required; troubleshoots and resolves service user complaints and makes appropriate recommendations for alternative solutions as appropriate.

Performs other duties as required.

Working Conditions/Physical Requirements:

Work is performed in an office or community setting. Primarily sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met Requires some travel throughout Washington State for meetings, conferences, and training. Requires standing, sitting, walking, pushing, pulling, bending, reaching, handling, fingering, feeling, seeing, hearing, talking, stooping, crouching, mobility, visual acuity, and repetitive motions.

Equipment Operated: Computer, multimedia equipment, calculator, fax, copy machine, telephone, hand-held computer and other basic office equipment.

Experience and Training: Bachelor's degree in Criminal Justice, Sociology, Psychology, Social Services or closely related field and five years (5) of progressively responsible experience, which provides knowledge, skills and abilities sufficient to perform the duties of this position. Knowledge of the Criminal Justice System as it pertains to Juveniles OR any equivalent combination of experience and training that demonstrates possession of the required knowledge and skills of supervisory experience. Masters degree in social work, criminal justice or public administration is preferred.

Required: Applicants selected for final interviews will be required to complete a criminal and abuse/exploitation history disclosure statement pursuant to Chapter 486 Laws of 87, Sections 1-5. Criminal arrest history or history of traffic offenses may be disqualifying. Final applicant will be fingerprinted and hired subject to the results of a background investigation.

Preferred experience:**Knowledge of:** (Upon entry)

Supervisory theories, practices and principles; Basic knowledge, understanding of local, state and federal laws and regulations that apply to personnel management; Terminology, laws, rules, regulations governing local and state courts; Comprehensive knowledge and ability to manage projects, organizational management, practices and principles relating to trends and legislative changes as they apply to Courts and public administration; Broad knowledge of information systems and/or computer technology; Grant Writing, Financial planning and Fiscal Management; Concise written and verbal skills and experience to include public speaking; Terminology, laws, rules and regulations governing Juvenile Courts in Washington State; Statutory language in Title 13 RCW Juvenile Courts and Juvenile Offenders; Methods of community resource development and project implementation; Public sector accounting and budget theories and principles; Thorough knowledge and demonstrated leadership in principles and practice of Juvenile Court management and public administration; Federal, State and Local laws, standards, codes regulations, guidelines, ordinances, policies and procedures related to services provided; Technical and professional theories, principles, practices and procedures related to department function and issues related to population served; Customer service techniques and team building concepts;

Skills and abilities in: (Upon entry)

Using a personal computer, related software applications and basic office equipment; Determining departmental priorities and making critical decisions involving large, complex technical and financial transactions; developing initiatives, projects and long-range strategies; Ability to make independent decisions based upon research and analysis of needs; Ability to apply principles of financial and resource management in budgeting and contract negotiation; Ability to forecast and project budget and programming needs based upon available resources; Ability to listen effectively and communicate goals, objectives and vision of Juvenile and Consolidated Courts to peers and subordinate managers and supervisors; Ability to supervise, coach, motivate, monitor and evaluate staff performance; Ability of developing, writing and implementing Court policies and procedures; Ability to provide technical expertise in area of responsibility; Ability to solve problems, conflicts through effective communication, mediation and role modeling; Ability to establish and maintain effective interpersonal working relationships with elected officials, Department Heads, Judges, Federal, State and Local Officials, Law and Justice agencies.

Selection Procedure: Consideration will first be given to employees of the Yakima County Juvenile Court. Second consideration to County employees. Third consideration to the general public. Applications will be evaluated on the basis of past experience and training. Those rating the highest on the minimum qualifications screening will be scheduled for a personal interview. If you are interested in the status of this position after closing, please see "Status of Openings" under the Job Opportunities tab on the Human Resources web page at www.co.yakima.wa.us . This will be the only method of status notification for this position.

For further information and application forms, contact:

YAKIMA COUNTY HUMAN RESOURCES DEPARTMENT
128 NORTH 2ND STREET, ROOM B-27
YAKIMA, WA 98901
Apply online at: www.co.yakima.wa.us

"AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"

Yakima County ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status, or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> or contact your federal loan servicer.

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In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.

Posting: 977033
Position: 976138
Job: 9464