



King County

Invites Applications for the Position of:

Project Program Manager III

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: 12/24/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 01/12/15 04:30 PM (GMT -8:00)

SALARY: \$34.52 - \$43.94 Hourly

LOCATION: King County Youth Service Center - 1211 East Alder Ave, Seattle

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

DIVISION: King County Superior Court

JOB NUMBER: 2014-04425

SUMMARY:

ADDITIONAL MATERIALS REQUIRED: Please include a resume and cover letter describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the 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, or if you reference "see resume" on your application.

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 your application.
2) Attach multiple documents/files in the attachment

section.

WORK SCHEDULE: Normal work hours are Monday through Friday, 8:00 a.m. – 5:00 p.m., with alternating 3-day weekends.

JOB DUTIES:

PRIMARY JOB FUNCTIONS: Employees in this position are responsible for analysis, research, planning, policy/program development, and general planning support for assigned programs or projects. Primary job functions include, but are not limited to:

- Develop and implement youth, agency and employee programs including determining key stakeholders; developing project charter and timelines; coordinating efforts with external stakeholders and relevant initiatives/programs; providing on-going program/project management and monitoring program effectiveness.
- Analyze current programs and make recommendations for program improvements and service delivery; act as a staff consultant on program development and project management methodologies.
- Analyze political, legal, social and technological trends which may have an impact on agency direction.
- Conduct benchmark studies of juvenile justice programs and best practices to set performance standards.
- Assist with the design of statistically valid research and needs assessment studies.
- Identify management information and reporting requirements to manage daily operations at the project, program, process, committee and individual performance levels. Coordinate data needs and quality assurance efforts.
- Instruct and assist internal staff in retrieving and manipulating data from automated databases; respond to requests from external stakeholders for juvenile justice data.
- Staff various work groups and committees. Represent the Court on county and state wide committees or commissions.
- Consult with judges and court staff to assist with the development of policies and procedures.
- Identify potential funding sources and prepare grant proposals. Assist with budget preparations for various programs and grants. Monitor grants and fulfill reporting requirements.
- Provide support for judges and staff in the management of

key initiatives and projects.

- Conduct research and analysis to prepare various documents including reports, graphics, and presentation materials.
- Manage and prioritize multiple projects and requests; work well both within a team and independently meet tight deadlines.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

QUALIFICATIONS: Graduation from an accredited college or university with a major coursework in business or public administration, or a major course of study in a discipline applicable and three (3) years of responsible administrative and analytical work experience. Advanced writing and technical skills including proficiency with Microsoft Office Suite (Word, Excel, Access, Visio, Publisher and Outlook). Expert knowledge and experience in juvenile justice systems (especially juvenile offender populations and programming), program analysis and evaluations and grant writing is strongly preferred. Must have exceptional organizational and time management skills.

SUPPLEMENTAL INFORMATION:

SUPPLEMENTAL INFORMATION: Finalists must pass a criminal background check, including a reference check.

UNION MEMBERSHIP: Positions in this classification are represented by Local 2084SC of Council 2 of the Washington State Council of County and City employees.

SELECTION PROCESS: Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

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.**

