



King County

Invites Applications for the Position of:

Manager III - Juvenile Court Services

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: 09/15/15 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 10/02/15 04:30 PM (GMT -8:00)

SALARY: \$91,457.81 - \$114,690.78 Annually

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: 2015-05124

SUMMARY:

The responsibilities of this classification include providing overall management for Juvenile Services operations including policy and fund development, program development and implementation, monitoring multiple and complex program budgets, program evaluation and staff supervision. The incumbent is responsible for program and staff performance. The incumbent assists in the development, management and coordination of aspects of probation, operations, administration and multiple juvenile justice initiatives. Serves as local and state legislative policy analyst. The incumbent negotiates and monitors agreements with city, county and state service agencies regarding contracted service levels, performance targets, provider selection and quality assurance measures. Supervises staff directly and through subordinate supervisors.

Who may apply: This position is open to all qualified applicants.

Work location: This position is located at the King County Youth Service Center, 1211 East Alder Ave, Seattle. The incumbent may be required to work at other court facilities.

Work schedule: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m.

Additional materials required: Please include a resume and letter of interest 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 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) Attached multiple documents/files in the attachment section

JOB DUTIES:

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

- Recruit, hire, train and supervise staff. Evaluate staff performance and provide coaching, feedback and corrective action for performance issues. Interpret policies and procedures, resolve conflicts. Routinely review staff work procedures and work products.
- Plan, direct, coordinate, and monitor the division work plan, goals, and assignments in line with statewide mandates and requirements of funding sources, consistent with other local and statewide Juvenile Justice Initiatives. Develop divisional policies and procedures; oversee case reviews; oversee caseload distribution and adjust geographical parameters to maintain even distribution.
- Manage assigned projects, recommend and address operational improvements and information technology developments.
- Develop and monitor program budgets for the division. Identify and negotiate funding streams including federal, state local and private resources. Account for monthly contract compliance and related invoices.
- Develop and maintain working relations and partnerships with program evaluators and the research community. Manage contracted evaluations, including overall design, methodology, data acquisition and reports.
- Deliver customer service to and respond to complex complaints and inquiries from both internal and external customers. Resolve complex issues that involve multiple agencies or departments. Work with local, state and national agencies and departments.
- Assist with local and state policy legislative analysis and budget development; conduct local, state and federal funding stream analysis. Responsible for implementing local and state legislation related to juvenile court operations.
- Negotiate contracts with state, county and city agencies to implement contracted services for court involved youth and their families. Work with city, county and state agencies to manage contracts with community agencies to provide services. Monitor community provider agency performance of duties including quality assurance practices.
- Establish working relationships with: youth and family treatment systems administrators, contract managers, agency directors, clinical supervisors, children's mental health, adolescent substance abuse, public health and trauma informed care provides; and community and

governmental agencies, associations, media, the general public. Identify and uses community resources to support program operations.

- Oversee court ordered information sharing agreements, stakeholder input, and distribution of findings and reports including policy and funding recommendations.
- Serve on county-, state-, and nationwide committees and task forces.
- Participate in labor negotiations, responsible for employee and labor relations, and ensure the proper administration of labor contracts; may hear grievances.
- Provide backup for the Director, Juvenile Court Services as necessary.
- Perform other duties of a similar nature and level.

This position is FLSA-exempt and not overtime-eligible

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Bachelor's degree and six years' experience in the juvenile justice field with three years in supervision and management, or equivalent combination of education and experience.

Master's degree and three to five years in direct service provision to youth and families preferred.

SUPPLEMENTAL INFORMATION:

Special requirements: Finalists must successfully pass a criminal background investigation and a reference check. A valid Washington State Driver's license or the ability to travel throughout the County is required.

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

Union membership: Positions in this classification are not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1536.

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.