

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PROGRAMS ADMINISTRATOR – SPECIALIZED COURTS**

Spec No. 1151

### **BASIC FUNCTION**

To plan, coordinate, and manage all Drug Courts and/or specialized courts as applicable for the Superior Court. Responsible for reporting to insure compliance with grant management including funding streams, community needs analysis, statistical analysis and other reporting requirements.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, coordinates and manages administrative operations and program activities within Juvenile and Adult Drug Courts and other specialized courts (if appropriate); coordinates divisional activities with the Courts, Detention, Probation, Prosecuting Attorney's Office, law enforcement agencies, and other agencies and facilities.
2. Develops, recommends and implements specialized court program objectives, operational policies, procedures and work standards; analyzes current practices to ensure compliance with statutory requirements, labor agreements, department standards, court standards and county codes, and grant requirements. Forecasts and evaluates for future program development and reviews existing programs by utilizing statistical analysis and reporting mechanisms.
3. Plans, organizes, coordinates, supervises and evaluates the work of subordinate employees; participates in and makes recommendations concerning the hiring, discipline, transfer, and termination of employees; advises, assists and trains employees.
4. Reviews staff decisions in relation to department policies, procedures and objectives; provides guidance in crisis management and conflict control and resolution methods between supervisors and line staff; manages training program for new and existing Drug Court and/or Specialized Court staff.
5. Develops and plans for on-going programs; manages and coordinates programs and projects to achieve goals within budgeted funds and available personnel; oversees and coordinates programs plans, future needs, goals and objectives.
6. Participates in the development of the Specialized Court's budget and/or makes recommendations, monitors and authorizes expenditures; prepares grant applications and reports, compiles necessary data.
7. Coordinates program services with other department units, outside agencies and municipalities; participates in negotiating contracted services and preparing contracts.
8. Acts as a spokesperson for assigned programs by coordinating with outside agencies, community programs and applicable businesses.

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#### **STATEMENT OF OTHER DUTIES**

9. Performs related duties for the Assistant Administrator for Superior Court Operations in his/her absence.
10. Serves as a member of Superior/Juvenile Court's management team.
11. Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

A Master's degree in social work, behavioral science in the area of psychology, sociology, economics, social work, public or judicial administration or a related field; AND, three (3) years of supervisory experience in the justice or legal system; AND, four (4) years of related work experience in the judicial or legal system, social work, counseling and/or general management; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

Applicants may be required to pass a criminal background check including finger printing, a reference verification, polygraph examination, and a psychological examination. A valid Washington State Driver's License is required for employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of program planning, organization and administration
- the principles, practices and procedures associated with budget and grant preparation and administration
- the principles and practices of contract negotiations and administration
- the methods and techniques used in conducting needs assessments and preparing service delivery plans
- the needs and concerns of client populations
- the literature, trends and developments in the social and health services field

Ability to:

- write effective grants
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- effectively plan, coordinate, and administer assigned programs
- effectively supervise and evaluate the work of subordinate employees
- develop program plans and budgets
- allocate and make effective use of available resources
- assess the potential impact of social and economic trends on assigned programs

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#### KNOWLEDGE AND ABILITIES (Continued)

- assess the relative advantages and disadvantages of alternative courses of action
- analyze and evaluate the economic, political and social impacts and consequences of administrative policies and actions
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned programs
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, representatives of other agencies, and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials including grant applications and related documents

#### SUPERVISION

The employee receives administrative direction from the Assistant Administrator, Superior Court Operations, Superior/Juvenile Court Administrator and Superior Court Judges.

#### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September, 2009  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 110 – Management Exempt Pay Plan  
Worker's Comp Code: 5306 - NonHazardous