

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Assistant Division Director, Children & Family Services

Job Code: 8502

Pay Grade: 71

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the direction of the Children & Family Services Division Director, the incumbent provides administrative and professional leadership by assisting the Division Director in planning, developing, organizing, directing and coordinating the day-to-day activities of the Children & Family Services Division of the Juvenile Court.

ESSENTIAL FUNCTIONS:

- Provides assistance in the administration of the Children & Family Services Division.
- Acts as the Division Director in the absence of the Children & Family Services Division Director.
- Maintains awareness of current issues in the dependency and child welfare fields and attends professional conferences as assigned.
- Conducts divisional meetings, attends administrative meetings, mid-management team meetings, and full staff meetings as assigned by the Division Director.
- Coordinates activities and programs with dependency stakeholders and community service providers, such as Child Protective Services, schools, and other departments within state government, treatment programs, community organizations, and service groups.
- Interfaces with other department divisions, community/governmental agencies and organizations, professionals, and the public to coordinate services.
- Administers and monitors state and federal grants to insure compliance with the contractual requirements, regulations, and standards.
- Assists in the development, planning, preparation and monitoring of multiple budgets.
- Researches potential funding sources such as grants.
- Receives, compiles and analyzes activity reports to evaluate the efficiency and effectiveness of mandated programs.
- Formulates division policies, procedures, and techniques to ensure standardized implementation of dependency, adoption, guardianship and severance matters.
- Develops, organizes, implements and monitors policies, procedures and programs according to regulatory and departmental requirements.
- Plans, assigns, supervises, trains, and evaluates the work of assigned subordinates.
- Prepares, analyzes, and presents oral and written reports.
- Develops and implements standard training in accordance with state mandates.

Conducts employee performance evaluations and prepares supervisor reports, assists in interim monitoring, job development, staffing, and interviewing.

- Advises supervisors in the completion of performance plans and appraisals.
- Performs special assignments as assigned by the Children & Family Services Division Director or Court Administration.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge in the principles and best practices of child welfare, social work, and dependency court case management.
- Must have knowledge of child protection systems.
- Must have knowledge of the interrelationships of court dependency, Child Protective Services, law enforcement, social welfare, and societal influences.
- Must have knowledge of the psychological, sociological, and cultural influences on interpersonal relationships and human behavior.
- Must have knowledge of the principles of education and training.
- Must have knowledge of child development and effective parenting.
- Must have knowledge of the principles and practices of leadership and management.
- Must have knowledge of community resources in the field of child welfare and the prevention of child abuse and neglect.
- Must have knowledge of federal, state, and local statutes, laws, regulations, administrative orders and rules pertaining to the provision of dependency case management, adoption, guardianship and severance matters, mediation and other alternative dispute resolution methods, substance abuse treatment, and behavioral health treatment.
- Must have extensive knowledge of department policies, rules, regulations, and procedures.
- Must have knowledge of principles and practices of financial management to include budgetary procedures.
- Must have knowledge of principles of administration, supervision, staff development, and evaluation.
- Must have knowledge of research, analysis, evaluation, and reporting techniques.
- Must have knowledge of Microsoft and Windows based software and equipment.
- Must have skill in planning, developing, organizing, and administering assigned Children & Family Services programs and services.
- Must have skill in preparing concise and accurate reports and other professional documentation.
- Must have skill in initiating, developing, and enlisting support for the dependency system in the community.
- Must have skill in dealing with conflict and problems which may be controversial or sensitive in nature.
- Must have skill in exercising judgment and discretion in matters of policy design, implementation and personnel management and determining appropriate or alternative actions.
- Must have skill in making decisions in accordance with established policies and regulations.

- Must have skill in setting priorities, planning, assigning, supervising, and evaluating the work of subordinates.
- Must have the ability to communicate clearly and concisely with persons of diverse ethnic, educational, and economic backgrounds.
- Must have skill in establishing and maintaining effective working relationships internally with staff and externally with the public and other agencies.

MINIMUM QUALIFICATIONS:

A Bachelor’s degree from an accredited college or university, preferably in behavioral or social sciences, business or public administration and six years of professional experience in the child welfare field, including at least two years of increasingly responsible supervisory experience; OR any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

SPECIAL REQUIREMENTS:

Applicant must successfully complete a background investigation. Applicant must successfully complete a pre-employment drug screen. The applicant may also be required to successfully complete psychological, polygraph or other examinations or tests prior to appointment.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to the Children & Family Services Division Director. The incumbent performs duties under administrative direction by the Division Director. Duties are performed with considerable discretion and judgment in the administration of department goals and objectives.

Supervision is exercised directly, or through subordinate supervisory personnel, over a staff of professional and clerical support personnel.

Date: 05/16/11

Revised:

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date