

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Director, Children and Family Services Division

**Job Code:** 8500

**Pay Grade:** 77

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for the administration and management of the services provided by the Dependency, Mediation, Court Appointed Special Advocate (CASA), Adoptions/Guardianship and Family Drug Court Units. This position is also responsible for assistance in building and maintaining collaborative efforts with entities involved with dependency matters within and outside the Pima County Juvenile Court Center.

### **ESSENTIAL FUNCTIONS:**

- Participates in the achievement of the Pima County Juvenile Court's mission and vision and planning of the management team's goals and objectives by providing leadership, direction and supervision of the Children and Family Services Division of the Pima County Juvenile Court Center.
- Under the guidance of the Juvenile Court Judicial Bench, provides leadership, planning and management of collaborative projects and programs pertinent to abused and neglected children and their families.
- Develops short and long term goals for the division and allocates resources to accomplish established goals and objectives.
- Oversees the day-to-day organizational activities of the division to meet the various requirements of the agency within the Arizona juvenile justice system, Arizona Revised Statutes and other policies and procedures pertinent to the Pima County Juvenile Court Center.
- Develops budgets, monitors expenditures and modifies budget allocations to meet current needs and revenues.
- Provides leadership and coordinates resources for the efficient and effective use in the delivery of services to the children and families of the community.
- Assists in the establishment of long-term working relationships with key groups or stakeholders, anticipates issues, and influences decisions affecting children and families.
- Prepares and delivers clear, concise and effective written and oral presentations.
- Performs related duties and projects as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of Model Court and National Council Resources Guidelines for Dependency proceedings.

- Must have knowledge of Adoption and Safe Families Act (ASFA) statutes and regulations, Arizona Revised Statutes pertaining to child welfare and adoptions, and related rules, regulations, policies and procedures.
- Must have knowledge of Court Center operations, policies and procedures, including dependency processes.
- Must have knowledge of child welfare processes and procedures, social work practices and ethics.
- Must have knowledge of delinquency system as it relates to dual jurisdiction cases.
- Must have knowledge of community agencies related to child welfare issues.
- Must have knowledge of funding sources related to dependency and child welfare issues.
- Must have knowledge of principles and practices of program administration, budget administration, organizational theory, public policy processes, and strategic planning.
- Must have skill in maintaining effective working relationships with staff and community organizations.
- Must have skill in formulating solutions to all types of operational problems.
- Must have skill in developing and implementing program goals and objectives.
- Must have skill in data interpretation and analysis, writing and reviewing analytical reports which address program concerns and needs.
- Must have the skills to operate desktop computer and Microsoft Office software applications and Windows based software.
- Must have skill in analyzing and evaluating programs and services and structuring new programs and process improvements.
- Must have the ability to communicate effectively with staff employees, court administration and management, judges, government and community agency representatives, community leaders, Administrative Office of the Court officials, and the general public.

**MINIMUM QUALIFICATIONS:**

A Master's degree from an accredited college or university with a major in a social or behavioral science, business, public or judicial administration or a closely related field and five years of professional level administrative experience, preferably in a court setting. Previous professional experience in a managerial position. OR any equivalent combination 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.

**DISTINGUISHING CHARACTERISTICS:**

This is classified position that reports to the Juvenile Court Administrator/Director of Juvenile Court Services. This position performs duties under limited supervision and has a staff of supervisory, professional administrative, technical, and administrative/clerical level employees.

Date: 11/19/04

Revised: 07/01/05, 10/26/07; 04/16/09, 5/1/09