

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Juvenile Court Administrator
Job Code: 8001
Pay Grade: 85
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The Juvenile Court Administrator has overall management and administrative responsibility for the non-judicial, non-clerk components of the Pima County Juvenile Court Center, including Child and Family Services, Probation, Detention, Finance, Information Technology, Collections, Human Resources, Calendaring Services, Physical Plant Operations, Research and Evaluation, Grants Administration and Public Information. The incumbent plans, organizes and manages a broad and varied range of operations to support the efficient and effective administration of judicial activities.

ESSENTIAL FUNCTIONS:

- Provides strong leadership for all court staff to fully implement the Vision, Mission and Core Values of the Juvenile Court.
- Spearheads strategic planning for the Juvenile Court by reviewing upcoming legislation and other trends, issues, technologies that may affect the local judiciary and develop and recommend plans to assist the Court to adopt, change, and otherwise respond adequately.
- Provides expert leadership in supporting child welfare reform and instituting effective juvenile justice and detention reform. This includes, but is not limited to, child welfare innovation, detention and probation evidence-based best practices, and integration of all child welfare, juvenile justice and detention programs to eliminate any roadblocks to seamless and effective service delivery.
- Provides leadership and direction regarding child welfare, juvenile justice and detention issues including disproportionate minority contact, local and statewide Juvenile Detention Alternatives Initiatives (JDAI), and Juvenile Justice and Dependency Model Court practices.
- Acts as intergovernmental liaison to other governmental agencies and departments to promote collaboration, and facilitation of change while maintaining the integrity of the Court as a separate but equal branch of government.
- Provides fiscal administration by managing, directing the preparation, presentation, expenditure, and accounting of all Juvenile Court budgets, including appropriations from Pima County, the State of Arizona, and all federal, state, and private grant resources.
- Manages the space and facilities utilized for operations of the Juvenile Court, including equipment purchases and capital construction projects. Assures access to all citizens and instills public confidence in compliance with the Americans with Disabilities Act.

- Maintains and oversees all Juvenile Court records and data; monitors system performance against milestones established by the court; informs court system employees of events that are outside performance measures established by the court and initiates the appropriate means of intervention.
- Develops information tracking and management approaches which optimize data utilization and reduce duplication of data reporting. Evaluates pending caseloads; develops and implements systems (both automated and procedural) that support effective calendar management.
- May perform various additional diversified tasks and assignments that may be required by the scope of the position, Judicial Officers and/or the Presiding Judge.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the principles, laws and procedures governing the child welfare system, the juvenile justice system, and detention.
- Leadership experience at the executive level to include making high level, sensitive, strategic decisions impacting programs and relationships within the judiciary.
- Public relations expertise that includes public speaking.
- Knowledge of the principles and practices of budget management, analysis and administration.
- Ability to problem-solve in a highly visible environment including the ability to quickly process information and formulate practical solutions.
- Ability to communicate effectively, orally and in writing, and exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, elected officials, attorneys, court personnel and the public.
- Ability to plan, organize, direct and coordinate administrative activities of a large organization.
- Ability to communicate ideas clearly and effectively, both orally and in writing.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Skill in evaluating effectiveness of administrative functions and in making changes for effective and efficient operations.

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university with a major in public administration, business, organizational development or behavioral sciences. Must have experience in management and administration of courts.

PREFERRED QUALIFICATIONS:

Experience in the fields of child welfare and juvenile justice. Certification as a Court Manager or Court Executive. Five years of progressively responsible experience in management and administration of courts.

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 an unclassified position functioning under the administrative direction of the Presiding Judge of the Juvenile Court and is not protected under the Superior Court Merit System. The Juvenile Court Presiding Judge, consistent with the independent responsibilities and authority of the position, will provide supervision. The incumbent is responsible for all operations and staff of Juvenile Court.

Date: 12/08/04
Revised: 12/20/04; 08/05, 10/26/07, 5/8/09; 08/13/13

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| Approved by: | | |
| | Juvenile Court Presiding Judge | Date |
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| | Director, Human Resources | Date |