

**KANE COUNTY COURT SERVICES
JOB DESCRIPTION**

JOB TITLE: Deputy Director/Program Manager

JOB CODE: 35053

Exempt

DEPARTMENT: Court Services

GENERAL SUMMARY

Under the direction of the Executive Director and Directors, the Deputy Director (D.D.) will monitor departmental programs to ensure adherence to evidence based practices. The D.D. will act as a liaison between the Court Services Department and community resources and will evaluate programs to determine overall effectiveness. The D.D. is responsible for program evaluations and program development, grant writing and grant compliance, and community services liaison. The D.D. is responsible for the achievement of departmental objectives, as well as ensuring high quality and cost effective service delivery systems. The D.D. performs other duties and special projects as directed by the Executive Director and Directors. The Deputy Director will be responsible for service delivery within departmental and statutory guidelines designed to enhance public safety.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assists management in assessing the needs of the department through data collection and discussion with system players to determine Evidence Based Programs available.
2. Evaluates and monitors the utilization of Evidence Based Programs for appropriateness.
3. Develops and communicates criteria for inclusion into the programs to staff for the purpose of making appropriate referrals based on identified needs of the client.
4. Training staff on new programs and conducting periodic evaluations for quality assurance and development of booster trainings as needed.
5. Identifies and establishes a network of community resources to provide services which can include self-help groups, community groups and volunteers based on the identified needs of the department as identified by management.
6. Serve as a liaison between the program players and the department to troubleshoot problems and to provide effective feedback.
7. Effectively collaborates with system players, social service agencies and other probation departments to ensure the programs offered align with evidence based practices.
8. Maintains records and statistics as required by the Administrative Office of Illinois Courts and/or department policy and produces special reports on programs as requested by management.
9. Develops a record of all program activities, grant applications, budgeting materials and annual reviews and organizes them in a manner to be easily accessible by management.
10. Researches grant opportunities and evaluate the potential gain to the department.
11. Writes, submits and administers grants, including ensuring guideline adherence and fiscal compliance.
12. Completes assessments of departmental performance and recommends systemic ways to improve program and cost effectiveness.
13. Identifies areas of need for the defendants and engages with community resources for program development to address the identified gaps in service in the community.

14. Adheres to all Court Services policies and procedures.
15. Develops and maintains positive working relationships with allied agencies and other interested groups within the 16th Judicial Circuit.
16. Complies with all applicable statutes and keeps abreast of current developments in the area of probation.
17. Performs special projects and is responsible for successful completion of directives as specified by the Executive Director and Directors.
18. Attends and participates in regularly scheduled meetings.
19. Submits accurately documented statistical reports as needed.
20. Serves as a community liaison for the department thereby attending meetings which may or may not be outside of traditional work hours, documentation of meetings as needed and dissemination of information to management.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Knowledge, skills and abilities acquired minimally through the completion of a bachelor's degree from an accredited university and fulfillment of requirements as defined by the Administrative Office of the Illinois Courts hiring list.
2. Must possess writing skills necessary to complete reports for use by department and other professionals.
3. Requires the possession of all interviewing and communication skills necessary to obtain information.
4. Requires interpersonal sensitivity to cultural and environmental differences found in offenders from a diversified caseload population.
5. Requires planning and organizational skills necessary to prioritize a varied workload of report writing, program management/supervision, and program assessment.
6. Requires analytical decision-making skills and problem analysis skills in order to complete work and follow required departmental policy and procedures relative to the performance of the position.
7. Requires a strong knowledge of Evidence Based Practices and probation services.
8. Requires a working knowledge of statistics and some accounting methods in order to compile monthly statistical reports that will be submitted to the Executive Director and Directors, AOIC and other professionals.
9. Ability to work non traditional hours on an as needed basis.
10. Requires public speaking and presentations to community groups and system players.
11. Requires a demonstrated ability to utilize power point, excel, word as well as ability to learn case management systems as needed for ad hoc reports.
12. Requires working knowledge of community agencies to facilitate in recruitment of viable partnerships to augment existing or developing programs.
13. Requires organizational skills necessary to prioritize varied workload and meet necessary deadlines.
14. Requires knowledge of offender populations as well as family dynamics and systems, knowledge of learning theories and patterns, and knowledge of research and literature within the juvenile and adult correctional intervention and treatment fields.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Sitting, talking, hearing (perceiving sounds, including the spoken word), and ability to distinguish objects clearly at 20" or less with glasses if needed are required 75% or more of the time. The ability to work with fingers to type or write is required about 50% of the time. Carrying objects from 10-40 pounds are required approximately 10% of the time. Walking, standing, stooping, kneeling, climbing stairs and lifting from 10-40 pounds are required approximately 10% of the time. Crawling, running, grappling (with defendants) and carrying/lifting 50 pounds or more are required in unusual or non-routine situations.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there is exposure to the various weather conditions, fluctuations in temperatures, etc. Hazards due to chemical, burns, radiant energy, radiation, odors, dust, poor ventilation, physically confined worksite are present in only unusual situations.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Equipment used is a calculator, computer, copy machine, facsimile machine, telephone, printing equipment, etc. Transportation sufficient to accomplish job objectives will be needed.

REPORTING RELATIONSHIPS

Reports To: Executive Directors and Directors
Directs Work Of: None/Individual Contributor

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon the candidate obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a "Two-Step" Mantoux tuberculin skin test unless a previously positive reaction can be documented. The two-step must be performed at the Kane County Health Department or by a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration. Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration. All employees with negative PPD's will be retested annually by the Kane County Health Department.

Perspective employee must be cleared through a criminal background check.

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)

Employee Signature

Date

Name (Dept. Hd. / Elected)

Title

Date

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES INUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD MAY.

3/20/11