

STATE OF IDAHO ANNOUNCES

EXECUTIVE DIRECTOR STATE PUBLIC DEFENSE COMMISSION

CURRENT OPENING – BOISE

Full-time 40 hours plus competitive benefits.

Salary: \$70,000 - \$79,000 D.O.E.

OPEN POSITION: The State Public Defense Commission is accepting applications for the position of Executive Director. This position is exempt from the state classified services and the rules of the Idaho Department of Human Resources.

SUMMARY: The Executive Director performs a wide variety of administrative and support functions that enable the State Public Defense Commission to function effectively. Duties include:

- Directs and prepares the Commission's proposed annual budget, presents the budget to the Joint Finance and Appropriations Committee, and monitors approved budget expenditures;
- Assists the Commission in developing recommendations to the Legislature for public defense reform;
- Prepares informational presentations for various stakeholders;
- Schedules and prepares for Commission meetings;
- Manages training scholarship fund for public defenders;
- Plans, coordinates and executes public defender continuing legal education programs;
- Seeks and applies for relevant grants and administers related program efforts;
- Submits requests for information from the various agencies or stakeholders;
- Provides guidance to various agencies or stakeholders on compliance with public defense standards.

MINIMUM QUALIFICATIONS: Applicant must hold a Juris Doctor Degree and be licensed to practice law in the State of Idaho by April 2016. In addition, applicants must have the following:

- Solid knowledge of Idaho's criminal court system, legal terminology, procedures, and legal ethics;
- Experience with public sector budgeting processes, including the ability to advocate for and present budget and financial information to legislative committees or to a similar funding authority, and experience creating innovative solutions to manage public sector budget challenges;
- Ability to create and deliver public presentations to stakeholder groups to educate and inform about public defense and commission activities;
- Experience working with elected officials and other relevant stakeholders in state and county government, as well as in the criminal justice system generally;
- Experience and familiarity with the negotiated rulemaking process and drafting administrative rules and regulations;
- Experience with the legislative process and drafting proposed legislation;
- Experience developing and implementing strategic plans, performance measurements and personnel evaluations;

- Computer literacy, including but not limited to, the use of Microsoft Office Applications, databases or case management systems, and the Internet. Effective English usage including: spelling, proofreading, punctuation and grammar.
- Incumbents must be able to prioritize multiple work assignments, meet deadlines and work under pressure;
- Some travel is required.

HOW TO APPLY: Applicants interested in this position must submit the following: 1) cover letter, 2) resume, and 3) two letters of recommendation. The required application materials must be received no later than **Monday, October 5, 2015 at 5:00 pm MDT**. Incomplete applications will not be considered. Please direct all application materials to:

Nichole Devaney
Idaho State Public Defense Commission
816 W. Bannock Street, Ste. 201
Boise, Idaho 83702
(208) 332-1735
nichole.devaney@pdc.idaho.gov
(E-mail submissions are preferred)

Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.