

## Idaho Judicial Branch Position Description

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**Position Title:** Director of Problem-Solving Courts and Sentencing Alternatives  
(interim position)  
**Effective Date:** November 2011  
**Salary/Range:** DOE

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### **General Position Summary:**

This highly responsible position supports and leads the development, effective operations, and continuous quality improvement of statewide court services in the areas of problem-solving courts, felony and misdemeanor sentencing and sentencing alternatives, and juvenile justice.

**Major Duties and Responsibilities:** (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Design and develop court services and initiatives based on results of planning efforts, including setting goals and objectives, selection of strategies and activities, identifying and securing resources, and developing performance measures and evaluation methods.
- Provide guidance to and leadership for statewide coordinators in the areas of problem-solving courts, felony and misdemeanor sentencing and sentencing alternatives, and juvenile justice to support and lead them in carrying the strategic goals of the Idaho courts.
- Develops and strengthens relationships within the Judicial Branch and with stakeholders.
- Provide guidance to the presiding problem-solving court judges, administrative district judges, and trial court administrators in understanding annual implementation plans, applying state guidelines and standards, budgeting financial support and monitoring expenditures, required reporting and data collection, and submitting annual financial and program plans and letters of intent to expand or establish problem-solving courts in the respective districts.
- Support or convene special planning activities for problem-solving courts, including design and development of special needs assessments, needs statements documents, holding planning meetings, conferring with stakeholders and developing proposals for new initiatives, soliciting and selecting implementation sites (e.g., reentry courts, mental health courts, expansion of DUI courts, family drug courts).
- Design and develop new court efforts and initiatives based on results of planning efforts, including setting goals and objectives, selection of strategies and activities, identifying and securing resources, and developing performance measures and evaluation methods.
- Provide court perspective, solicit further court input, and design elements of proposed projects with other branches of government and stakeholders.
- Represent the courts in special interagency planning, problem-solving, and public information activities, including legislative information and development of legislative concepts and participation on planning groups and committees.
- Assess training needs from evaluation and performance review activities, develop an annual training plan, schedule and secure training resources, publicize the training and evaluate impacts for the statewide coordinators. Work with Judicial Education to offer multi-disciplinary training institutes.
- Lead and support Supreme Court committees involved in criminal and juvenile justice issues.

- Identify potential sources of new funding including state agency partnerships, regional partnerships, and local, state, and federal grant opportunities.
- Provide oversight on the preparation and submission of grant applications to federal, state, and private funders; management of grants received, including oversight to carry out grant purposes and meet goals and objectives, monitor expenditures and maximize resources, and provide necessary reports and other communications and attending required grantee meetings.
- Complete a statutory *Annual Report to Legislature and Governor on Effectiveness of Idaho Drug and Mental Health Courts* and other reports to the Governor and legislature.
- Work collaboratively to carry out projects with funding and other resources from other organizations.
- Assist statewide coordinators in interfacing with other state government agencies and serve as the point of contact for those state agencies in conflict resolution and planning.
- Assist with policy development and analysis for the state court system.
- Make presentations at judicial and non-judicial education programs.
- Lead or serve on policy or special project task forces and committees.
- Respond to concerns, requests for information, and referral requests from the public, stakeholders, or other organizations.

### **Minimum Qualifications:**

- A Bachelor's degree, preferably in one of the following areas: social work, court administration, criminal justice administration, public administration, psychology, or related area is required; a Master's Degree or Juris Doctorate is preferred.
- With an advanced degree, seven years of experience in progressively responsible positions, or with a Bachelor's degree, ten years of experience in progressively responsible positions.

### ***Knowledge, Skills, and Abilities:***

Knowledge of:

- Idaho's unified court system, court systems in general, and criminal court proceedings.
- Knowledge of national resources for and best practices for court proceedings and services involving problem-solving courts, felony and misdemeanor sentencing and sentencing alternatives, and juvenile justice.
- Quality management and process improvement principles and practices.
- Principles of management, supervision, and personnel management.
- State management and local political systems and processes.
- State statutes and ability to interpret them and apply them to administrative procedures and/or problems.

Ability to:

- Express ideas and communicate suggestions and recommendations clearly and concisely, both orally and in writing.
- Establish effective and cooperative working relationships with judges, court staff, members of the legal community, state agencies, and others.
- Analyze complex issues and data and develop feasible solutions.
- Work independently with very little direction and prioritize and manage time well; organize work in order to meet deadlines of multiple projects and achieve desired work results.
- Work with diverse groups and individuals while pursuing common goals.
- Negotiate, generate alternative options for problem solution, and develop consensus solutions or plans among competing stakeholders.

- Conduct program planning, development, implementation, and evaluation.
- Provide facilitation and support to a multidisciplinary planning and program oversight committee.
- Select vendors as well as develop and administer contracts.
- Develop a budget, monitor expenditures, and apply for and manage grants.
- Lead staff to achieve program goals through effective leadership, coaching, and supervision.

***Special Requirements:***

None.