

Idaho Judicial Branch Position Description

Position Title: Director of Children & Families Court Services (interim position)
Effective Date: October 2011
Salary/Range: DOE

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 children and families, court assistance, child protection, guardian ad litem, domestic violence courts, and guardianship/conservatorships.

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.
- Develops and strengthens relationships within the Judicial Branch and with stakeholders.
- Provide guidance and functional supervision to statewide coordinators in the areas of children and families, court assistance, child protection, guardian ad litem, domestic violence courts, and guardianship/conservatorships to support and lead them assist them in carrying the strategic goals of the Idaho courts.
- 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.
- 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.
- 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 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 court proceedings involving children and families, court assistance, child protection, guardian ad litem, domestic violence courts, and guardianship/conservatorships.
- Knowledge of national resources for court proceedings and services involving children and families, court assistance, child protection, guardian ad litem, domestic violence courts, and guardianship/conservatorships.
- Quality management and process improvement principles and practices.
- Principles of supervision and personnel management.
- State 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, members of the legal community, the legislature, court staff, 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 supervision, coaching, and leadership.

Special Requirements:

None.