

Code: 7460

Title: OFFICE OF COURT APPOINTED COUNSEL DIRECTOR

SUMMARY: Under administrative direction of the County Administrator, this classification is responsible for planning, directing, coordinating and administering the functions and activities of the Office of Court Appointed Counsel. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs all functions, programs and activities of Office of Court Appointed Counsel;

Determines the Office of Court Appointed Counsel's organizational structure and personnel needs, providing for the selection, training, supervision and evaluation of professional, technical, and clerical employees;

Formulates department procedures and policies, analyzes program effectiveness, and directs changes in programs;

Establishes policies and guidelines for negotiation of contracts and directs the negotiations;

Develops and reviews relevant County policies and procedures to ensure compliance with state guidelines and regulations relative to the Office of Court Appointed Counsel and county operations;

Reviews proposed and new legislation and reports on impact relative to area of assignment;

Monitors programs and prepares management reports, summary reports and other informational reports;

Directs and coordinates activities with other County departments and with community agencies;

Directs the preparation of the annual budget and evaluates and monitors expenditures;

Responds to county and public inquiries and performs community relations activities;

Establishes and maintains liaison with federal, state, and local governmental agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- related county, state and federal laws, regulations and standards;
- principles and practices of administration, supervision and public program management;
- techniques of program development and evaluation, project economics and financial reporting;
- budget preparation and evaluation.

Skill in:

- planning, organizing and directing programs and activities relative to department;
- interpreting and implementing rules, regulations, policies and procedures related to department operations and activities;
- assessing program achievements and deficiencies and developing solutions to address problems;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating personnel;
- negotiating contracts and monitoring contract compliance.

DESIRED QUALIFICATIONS:

Desired qualifications will be established by the appointing authority at the time of recruitment. Typically, an incumbent in this classification would be expected to have a Bachelor's degree from an

accredited college or university in a field directly related to the assignment and significant professional experience relative to area of assignment.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona driver license may be required at time of application or appointment. Other certificates, licenses and/or professional registrations may be required and will be determined at the time of recruitment/appointment. Failure to obtain/maintain appropriate licensure/certification/registration shall be grounds for termination.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

3/14/12(tb)
1/9/14(lsg)