



JOB ANNOUNCEMENT

ARIZONA SUPERIOR COURT
in PIMA COUNTY



Juvenile Court Administrator/Chief Juvenile Probation Officer Pima County Juvenile Court Center

Hiring Range: \$85,246 - \$127,869 annually

DESCRIPTION: The Juvenile Court Administrator directs all non-judicial functions of the Pima County Juvenile Court Center, including Probation, Detention, Child Welfare Services, Finance, Information Technology, Collections, Human Resources, Calendaring Services, Physical Plant Operations, Research and Evaluation, Grants Administration and Public Information.

ESSENTIAL FUNCTIONS:

- Provide strong leadership for all court staff to fully implement the Vision, Mission and Core Values of the juvenile court.
- Provide expert leadership in instituting effective juvenile justice and child welfare reform policies and practices. This includes, but is not limited to, detention and probation evidence-based best practices, child welfare innovation and integration of all juvenile justice and child welfare programs to eliminate any roadblocks to seamless and effective service delivery.
- Provide leadership and direction regarding juvenile justice and child welfare issues including disproportionate minority contact, local and statewide Juvenile Detention Alternatives Initiatives (JDAI), Juvenile Justice Model Court and Child Welfare Model Court.
- Establish and maintain effective professional relationships with county and state officials and key community leaders and stakeholders.
- Serve as the Chief Probation Officer and oversee probation services at the Juvenile Court.
- Oversee and coordinate detention services in a detention facility.
- Oversee and coordinate services provided by the Juvenile Courts' Child Welfare division.
- Assist and coordinate in the development of all Juvenile Court policies and procedures.
- Provide leadership and supervision to all members of the management team.
- Ensure compliance with all laws, regulations, and Administrative Orders of the Supreme Court of the State of Arizona.
- Manage and direct the preparation, presentation, expenditure, and accounting of all Juvenile Court budgets, including appropriations from Pima County, the State of Arizona, and all federal, state, and private grant resources.
- Manage the space and facilities utilized for operations of the Juvenile Court, including equipment purchases and capital construction projects.
- Build and maintain relationships with the various constituents served by Juvenile Court.
- Represent the Juvenile Court on numerous committees at the state level, including, but not limited to, the Supreme Court, Administrative Office of the Courts (AOC); Juvenile Court Administrator's Meeting (JAM); the Committee on Probation (COP); the Committee on Juvenile Court (COJC); the Chief Probation Officer's Association; and others as necessary and appropriate. Maintain working relationships with representatives of the various funding sources utilized by the Juvenile Court.
- Serve as a member of the joint Court Management Team, comprised of the Presiding Judges of the Superior and Juvenile Courts, the Clerk of the Court, the Superior Court Administrator, and other management members.
- Assist members of the bench at the direction of the Presiding Judge of the Juvenile Court.
- Maintain and oversee all Juvenile Court records and data.
- Perform all other duties and projects as directed by the Juvenile Court Presiding Judge.

MINIMUM REQUIREMENTS: A Master's degree from an accredited college or university with a major in public administration, business, organizational development or behavioral sciences and ten years experience in the field of corrections or probation, or working with offenders or delinquents in some equivalent capacity. Must have knowledge of complex issues facing juvenile court children and families including substance abuse, mental/emotional disorders, and domestic violence with at least five years of progressively responsible administrative and supervisory experience.

HOW TO APPLY: Open until filled. First review of applications to begin Tuesday, December 27, 2011. Apply through the Court's on-line application system available at www.sc.pima.gov or www.pccjcc.pima.gov. Please call (520) 740-4499 or (520) 740-5019 if you need assistance. EOE