



DRUG COURT MANAGER JOB DESCRIPTION

Job Title: Drug Court Manager

Job Code: SC120

Pay Grade: 24

Effective Date: October 2007

FLSA: Exempt

Revision Date: June 2016

NATURE OF WORK

Under limited supervision, administers the Drug Court Program on behalf of the Lewis County Superior Court; provides case management services to program participants; conducts a variety of community outreach functions; manages the Drug Court's administrative operations; prepares grant applications and administers grant funding; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Develops, implements, coordinates, and evaluates the effectiveness of the County's Drug Court Programs.
- Directs the development and maintenance of program standards, operating procedures, and rules. Researches and implements new programs.
- Directs, supervises and evaluates Community Outreach Worker, conducts, and evaluates employees performing home and workplace visits.
- Coordinates and participates in the weekly Drug Court staffing. Works with the Drug Court Judge and Advisory Board to establish and administer the Program's mission, goals, and objectives.
- Conducts program budget analyses; forecasts revenues, expenditures, and fund balances; identifies trends impacting the allocation of budget resources; applies budget strategies.
- Prepares, administers, and monitors the Program budget; summarizes and/or prepares budget increase requests.
- Coordinates and performs a variety of highly technical functions involving the preparation, negotiation, monitoring, and administration of grants and contracts.
- Monitors and ensures the County's compliance with applicable grant/contract funding and reporting requirements.
- Research grant funding opportunities, writes and submits grant applications, prepares and maintains a variety of grant documentation.
- Tracks the receipt of grant funds; reviews project invoices for accuracy and completeness; reconciles billing against revenue.
- Develops and implements grant revenue and expenditure tracking procedures. Performs accounts payable duties, codes invoices, prepares vouchers, and reconciles accounting data; files grant reporting information with corresponding agencies.
- Develops and administers community support for the Drug Court Program; Oversight of employees in community outreach activities and promotional events coordination.
- Prepares press releases and/or other public relations and program marketing materials.
- Creates and maintains the Program's data collection system; compiles and analyzes statistical data.
- Provides comprehensive case management services to Program participants; identifies and provides referrals to clients; coordinates the delivery of interagency services.
- Develops individualized case management plans to address the psycho-social needs of offenders.

- Documents the progress of participants in the program and completion of Program requirements; analyze results to program goals and objectives. Monitors for Program compliance in conjunction with the Surveillance Officer.
- Research and implementation of current local, regional, and national trends pertaining to Drug Court operations.
- Prepares and maintains program records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around Drug Court facilities and in the field when conducting home and office visits; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Criminal Justice, Social Work, or a closely related field; AND three (3) year's program development and outreach experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Drug Court programs, policies, and procedures.
- Regulations and standards governing Drug Court programming.
- Principles and practices of case management.
- Grant administration principles and program funding sources.
- Program records, reports, and documentation.
- Current trends and developments pertaining to Drug Court operations.

Skills in:

- Developing, implementing, and administering Drug Court programs.
- Providing case management services to program participants.
- Coordinating the delivery of interagency services.
- Performing a variety of community outreach and public relations functions.
- Administering Program contracts, budgets, and grant funding.
- Establishing and maintaining effective working relationships with other staff, County officials, outside agencies, community organizations, and the general public.
- Communicating effectively verbally and in writing.