Posted: August 16, 2007

MINNESOTA DISTRICT COURT 5TH JUDICAL DISTRICT			
PROBLEM SOLVING COURTS MANAGER			
OFFICE & LOCATION	**CLASS**	**HOURS OF WORK**	**TYPE OF RECRUITMENT**
5th District Administration Mankato, MN	Court Operations Analyst II Exempt Unrepresented	Full Time 40 hrs/wk M-F 8 am–5 pm.	External

DESCRIPTION: Professional management position responsible for development, planning, organizing, directing and administration of 5th district problem solving programs. Problem solving courts are primarily drug courts such as adult drug courts, DWI drug courts, juvenile drug courts, and family/CHIPS drug courts and truancy courts. Work is performed with considerable independence and judgement in the areas of planning, development, management, and administrative duties and responsibilities under the problem solving courts steering committee consisting of one judge from each assignment district, the District Administrator and Assistant District Administrator.

RESPONSIBILITIES INCLUDE:

- Leadership: Provide leadership, vision, support and innovative thinking in the inception, development, maintenance and future growth of collaborative problem solving courts.
- Responsible for the supervision and efficient operation of staff.
- Responsible for taking the lead role in convening internal and external stakeholders to mobilize problem solving courts planning and implementation locally; strategically and creatively address already identified problems as well as potential problems resulting from the design and delivery of problem solving courts programs; direct and coordinate all programs, projects, services and activities associated with 5th District problem solving courts.
- Oversee the development and implementation of multi-agency strategic plans, policy initiatives, and special programs associated with problem solving courts.
- Review relevant research and evaluation literature and compile relevant information on effective operations of problem solving courts; assist in updating the problem solving courts implementation plans; interpret rules, regulations, policy, and legislation for district programs; identify organizational changes needed to support problem solving courts; manage and serve as consultant to all 5th District programs; serve as liaison concerning the activities and operations of the programs between various district problem solving courts and their respective judges, teams and agencies; act as liaison between team members and agencies, including county boards, prosecutors, defense attorneys, criminal justice agencies, bar associations and others involved in project.
- Provide technical assistance and develop best practices operating procedures, forms and systems which may be used at local, district and state level.
- Fiscal Management: Plan, prepare, and direct management of the fiscal management activities of the 5th District problem solving court budget and grants relating to problem solving courts including management of the 5th District collaborative drug court funding process. Responsible to develop, monitor and manage the 5th District grant application(s) for the Judicial Branch drug court grant funds to support non-court partners expenses for initial program development. Search and obtain additional funding for problem solving courts initiatives for 5th District; Oversee grant opportunities for each program.
- Legislative Initiatives: Promote and monitor legislative initiatives and work with state and federal legislators to draft problem solving court funding and initiatives; analyze impact of pending or new

legislation; serve as a liaison between the judicial and legislative branches by monitoring legislation, attend hearings, respond to oral or written questions, provide information as requested, prepare status reports, and draft legislation and amendments; direct and conduct committee or task force support work.

- Evaluation: Plan, develop, direct and conduct district wide data collection and evaluation programs and processes, monitor the evaluation program capabilities and effectiveness, prepare statistical reports and monitor and analyze programs to ensure they meet strategic plan requirements.
- Public Relations: Maintain professional working relationships with community, county, district and state agencies and members of the criminal justice system; active at the local, state and national level in developing new support streams for programs. Develop relations and collaborate with agencies and individuals from other states with similar programs or concepts.
- Training: Provide training opportunities for coordinators, judges, and other interested agencies on the programs. May provide training at statewide conferences and for training programs in other states.

MINIMUM QUALIFICATIONS: Bachelor's degree in Criminal Justice, Sociology, Psychology, Social Work or related field, preferably supplemented by a master's degree in public administration, psychology, or criminal justice or related field. Successful completion of the Drug Court planning and coordinator training. Two to five years' experience in problem-solving courts. Considerable experience in court system, criminal justice and/or chemical dependency assessment and treatment experience. Criminal Justice Employment background check will be required for successful applicant.

STARTING SALARY: Full salary range: $23.58 to $36.56. Starting salary commensurate with experience. Includes full State of Minnesota benefits package! For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Applications for this position must be received by 4:30 p.m. on August 30, 2007.

TO APPLY FOR THIS POSITION: Application, cover letter and resume should be sent to the following address. Please note which position you are interested in. Visit the State of Minnesota website at www.mncourts.gov or call 507-388-5204 x 227 for complete job posting and/or to download the application form.

Fifth Judicial District.
Attn: Human Resources
PO Box 3366
Mankato, MN 56002-3366
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