

Florida State Courts System Class Specification

Class Title: Drug Court Manager

Class Code: 7650

Pay Grade 26

General Description

The essential function of the position within the organization is to manage drug court programs. The position is responsible for case management; developing, implementing and managing drug court programs; program budget development; developing grant proposals; supervising staff, including, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, recommending termination; prepares periodic employee performance evaluations; policy and procedure implementation; and performing related administrative functions. The position works under the supervision of a Trial Court Administrator or other court manager, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Develops, implements and manages drug court programs within the circuit; serves as liaison for programs with judiciary, constitutional officers, other criminal justice agencies, treatment providers and various community agencies; manages projects of responsibility in compliance with applicable guidelines and regulations.

Researches and develops funding opportunities for drug court programs; coordinates and manages court-related state and federal grants and funding issues, including budget and program oversight; prepares and submits required reports.

Monitors contractual agreements for services supporting the drug court programs, such as outpatient and residential treatment or evaluation services;

troubleshoots related problems and ensures locating and providing of ancillary services.

Manages the Drug Court Tracking System and reviews system data for accuracy; performs data entry to facilitate reporting and evaluation of drug court programs.

Establishes policy and procedures for drug court in accordance with state and federal guidelines; follows the ten key components; implements and updates written drug court program handbooks and manuals.

Researches, collects and analyzes data of drug court programs; develops and implements drug court programs circuit-wide under direction of the Trial Court Administrator and/or Chief Judge; handles judicial, state, county and public information requests pertaining to drug court programs.

Develops and maintains working relationships with drug court team members and their agency leaders; assists team members with operations of their programs.

Coordinates training initiatives and opportunities, and disseminates training materials to drug court teams; supervises drug court transfers; prepares and files court orders for court programs.

Attends and/or conducts staff, committee, community board, agency and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills.

Timeliness and attendance are essential functions of the job.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies, or moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or spreadsheets.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in public or business administration, social work, criminal justice, judicial administration, or a closely related social science field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks.

Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Four years of related experience and two years of supervisory and budget experience. Masters degree in social work or guidance and counseling is desirable.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.