

PROPERTY AND INDIGENT DEFENSE MANAGER

JOB PURPOSE AND SUMMARY

This position is responsible for providing management, supervision of, as well as team leadership and direction for, seven county program areas within the General Services Department's Property and Legal Services Division: Property Management; Campus Development Fund; Contracts and Leases; Indigent Defense Program; Board of Equalization (BOE); Records; and the Tri-Mountain Golf Course. This position manages *high-profile* programs that directly impact the public, other county departments, and the courts (e.g., indigent defense, BOE), as well as the less high-profile programs that directly impact other departments and the courts (e.g., Campus Development Fund, Property Management, Records and General Services Contracts and Leases).

This position is responsible for the highest level of complexity in management with respect to budgeting, forecasting, planning, developing and implementing strategies, policies, procedures that are in compliance with federal and state constitutions (indigent defense), state laws and rules (Records and BOE), and other county strategies, policies and procedures (Property Management and Campus Development). This position is responsible for executing the above duties in a manner that accomplishes goals, priorities and objectives within the specific programs and countywide, and that is consistent with goals, priorities and objectives of other departments and the courts, when possible. This requires managing department resources; developing, interpreting, monitoring, adjusting and implementing policies and procedures; and managing daily operations.

The Property and Indigent Defense Manager represents the General Services Department at various meetings and trainings and with the public and ensures department goals, views and positions are served in those interactions. This position responds to the most sensitive of inquiries and complaints, including from the public, and resolves policy and operational issues.

This position establishes precedent for the work of the division programs and care is exercised in evaluating political and policy ramifications in terms of each program, department and the County.

This position also serves as the Manager of the County's Indigent Defense Program and directly supervises the county employees who provide daily management and operations support for the county's Indigent Defense Program. This aspect of the position is responsible for promoting the professional independence and integrity of the program and fulfilling the county's obligation to provide high quality, independent counsel to parties eligible for indigent defense representation. This component of the position is responsible for program performance, including compliance with federal and state constitutions, state laws, Washington Supreme Court Standards for Indigent Defense, annual state grant provisions, and all aspects of the program's budget.

CLASSIFICATION DISTINCTIONS

This position manages and guides others in areas of budgeting, long- and short-term planning, program development, and compliance with laws, rules, policies and procedures, establishing and maintaining effective relationships with executive level and elected officials (Assessor, Judges, Sheriff, Prosecuting Attorney, Clerk).

Under the general direction of the Director of the General Services Department, this position has the authority and responsibility for and the delivery of many major service areas. This authority and responsibility impacts countywide policy directives, the criminal and some civil justice systems and their components, and other county departments' operations and resources. This position is directly responsible for the effective management of a broad and diverse set of programs, requiring specialized expertise and experience. Sensitivity to community awareness and tactfully handling a political environment are significant functions of this position.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Plan, organize, and recommend improvements for all programs' organization, mission, core services and allocation of financial, human and capital resources. Develop, implement and manage short- and long-term department, division and individual program goals and priorities.
- Develop and maintain effective personal and working relationships with those who are directly supervised (e.g., BOE Clerk, Records Officer), other County departments, the local courts and staff, the County Clerk and staff, the Prosecuting Attorney's office, jail personnel, state and other local government officials, related public or non-profit organizations, contractors, lessors and lessees, independent contractors, programs' customers, and individual citizens. Represent the department and programs in relations with state, federal and local regulatory agencies. Work with departments, divisions, programs, elected officials and their staff on broad-based system improvements.
- Develop and oversee policies, procedures, contracts, leases, programs and activities, including involving community relations, community education and public information.
- Fiscal management including development and presentation of the Indigent Defense Program or other division programs' operating budgets, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost-effective as possible.
- Analyze and manage the programs, services and activities of the assigned area; develop and implement new elements of the assigned program and department division.
- Define program and division goals and objectives; establish methods and means of accomplishing objectives; develop and implement policies and procedures; develop and recommend program budgets.

- Collect, evaluate, interpret and present data in statistical and narrative formats.
- Prepare reports on program performance, needs, services information, and demographic data; contribute to and ensure the evaluation of program performance.
- Select, train, motivate, and evaluate staff of the Indigent Defense Program, train, motivate and evaluate the Records Officer, train, motivate and provide feedback on performance of the BOE Clerk to the BOE board; provide or coordinate staff training; work with employees to correct deficiencies; execute discipline and termination procedures.
- Educate, train and provide information to staff and other interested parties, including the public and program customers, on applicable local, state and federal laws, regulations, requirements, standards, and programs.
- Direct, coordinate and review the program work and work plan of professional/management staff to improve service and performance, and identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in community outreach efforts and activities as a community partner/agent of the County, including, but not limited to, the County's diversity commitments.
- Establish and continually improve methods and techniques for conducting statistical and financial analysis, for assessing program and individual performance, and for effecting program improvements.
- Perform other related duties as required or assigned.

QUALIFICATIONS

Education and Experience: Juris Doctor degree and membership in a state bar association; six (6) years' experience with an indigent defense or other mandated services program; management-level experience is essential, as are skills in budgeting, personnel management, establishing effective relationships with executive-level decision makers, program development and planning, and contract law, principles and practices.

Knowledge of: The principles and practices of public sector organization and program operations; project management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget development and justification; application and interpretation of county, state and federal laws and regulation relevant to the program areas; analysis and evaluation of policies, procedures, public information, and service delivery issues; local and state lawmaking processes; research methods and techniques; trends and practices within the specialized areas; and personal computer applications and usage.

Ability to: provide administrative and professional leadership, motivation and direction; effectively plan, direct, and delegate with respect to all components of the Indigent Defense Program; effectively manage and write leases and contracts; effectively execute the responsibilities of managing the County's Campus Development Fund and Property Management; effectively oversee and improve the other programs within the Property and Legal Services Division; assign, supervise and evaluate the work of subordinates; delegate responsibility and authority to carry out policy directives of the governing authority in an effective and timely manner; write clear and concise reports, memoranda, and correspondence; analyze issues, identify alternatives, project consequences of proposed actions, and formulate recommendations; communicate clearly and concisely, both orally and in writing; plan, develop, and implement automated office systems;;utilize various PC applications at an advanced level; interpret and explain policies, procedures, laws, and regulations; and establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County personnel.

Other Special Requirements: Valid driver's license.

WORK ENVIRONMENT

Work is typically performed in an office setting. Attendance at meetings, trainings and other events, within and outside the county, is frequent. Overnight travel and evening meetings may occur. Environment includes volume and diversity of program management responsibilities, management of multiple priorities, deadlines and temperament of people managed or encountered in the course of work. Essential tasks involve reading and review of written documents, including laws, rules, policies, procedures, and legal documents; evaluating performance of people and programs; use of personal computer software applications; communication within and outside the County, in-person, by email and formal correspondence, and by telephone. Work involves a high activity level and pace, competing time demands and interaction with dissatisfied or angry subordinates and program customers. Essential tasks include typing/keyboard skills, spreadsheet preparation, phone usage, public interaction, reading, speaking, listening, legal research, legal document drafting, policy, procedure and ordinance drafting, data analysis and forecasting, budget and staff report preparation, and leadership.

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