GENERAL SUMMARY
The Criminal Diversion Program Manager is responsible for managing the Pretrial Services and diversion programs for the Pierce County Clerk of the Superior Court. This position facilitates high level strategic planning, program evaluation, and systemic change.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

• Manage division goals, objectives, strategies, policies, and priorities.
• Recommend program plans, determine appropriate implementation, and monitor progress. Maintain and monitor statistics, outcomes, and performance measures for assigned programs.
• Research and identify grant opportunities and potential programs available through grant resources or alternative funding.
• Monitor grants and ensure compliance with program budgets and grant requirements.
• Manage and facilitate the Criminal Justice Diversion Steering Committee, County-driven Trueblood-related meetings, and Pretrial Services meetings.
• Participate in the coordination of systemic change which involves county departments, community agencies, and partners.
• Determine security clearance level requirements for division and maintain security clearance certifications for staff.
• Supervise and manage assigned staff, work assignments, training, development, and performance management.
• Ensure consistent interpretation and program impact of laws, rules, policies, and procedures.
• Represent or serve as a liaison for the division on various local and state professional boards and committees.
• Develop presentations, compile, organize, and present updates for grant review meetings.
• Resolve day-to-day operational conflicts between grant-funded partners and offer recommendations to improve overall program design and protocols.
• Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
• Perform the physical requirements of the position.
• Work a flexible schedule, which may include evenings, weekends, and holidays.
Other Job Functions
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS
Education and Experience
Bachelor’s Degree in Social Work, Criminal Justice, or a closely related field; and, five years of criminal justice and/or behavioral health work experience is required. Must have two years of supervisory experience. Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

SUPERVISION
This position has full supervisory responsibility.

COMPETENCIES
Knowledge of:
• Comprehensive knowledge of legal terminology, court procedures, legal documents, and the philosophy of the justice system.
• Program budgeting and fiscal management.
• Principles and practices of criminal justice and social service planning, managing staff, contracting, grant preparation, and program evaluation.
• Public administration and community education.
• Automated court/probation case management systems.

Skill in:
• Working with a variety of individuals from diverse backgrounds.
• Utilize strong business and financial acumen to effectively administer programs and prudently manage resources.
• Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and effective problem-solving.
• Interviewing, gathering, and applying information in an objective and fair manner.

Ability to:
• Analyze situations objectively and determine a proper course of action.
• Establish and maintain effective work relationships with public and private officials, department heads, associates, defendants, family, legal support, and the public.
• Apply sound business and financial acumen.
• Effectively communicate both orally and in writing.
Negotiate contracts for contracted services.
- Represent the interests of multiple stakeholders.
- Prepare accurate and complete written reports and/or other informational documents.
- Facilitate and bring groups to consensus.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner; effectively conduct interviews.

**WORKING ENVIRONMENT/CONDITIONS**

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Criminal Diversion Program Manager works in varied environments which may include, but are not limited to, correctional facilities, court rooms, and administrative offices. Work involves exposure to inmates on a regular basis. Incumbents are expected to use verbal skills to defuse conflict and may be required to request emergency assistance to resolve physical altercations.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Frequently or Often</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
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<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing; there is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the position.