



NATIONAL COUNCIL OF
JUVENILE AND FAMILY COURT JUDGES

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POSITION ANNOUNCEMENT Reno Office

PROGRAM MANAGER, SENIOR, TRAINING Permanency Planning for Children Department

**Salary Range: \$69,000 – \$103,500 per annum, DOE
FLSA Status: Exempt**

A Senior Program Manager, Training & Technical Assistance position is currently available in the office of the Permanency Planning for Children Department. Under the supervision of the Assistant Director, the Training & Technical Assistance Manager is responsible for the creation and implementation of curricula and training programs sponsored by the Permanency Planning for Children Department. This includes activities such as: developing curricula, faculty, and evaluation tools and processes, managing the Department's Training & Technical Assistance Team, working closely with local, state, and national faculty to ensure high quality, cutting edge training programs are delivered to judges and other child welfare system stakeholders, working closely with allied national organizations to coordinate training delivery. The successful candidate must be able to perform duties of a responsible nature requiring knowledge of child welfare and dependency court systems, adult education principles, staff supervision, team motivation and empowerment, and budget management.

The following are the minimum requirements for the position:

1. Four-year degree from an accredited university or institute of higher learning in social work, sociology, psychology, adult education, or a related field.
2. Four years of progressively responsible experience in court management, child welfare, domestic violence, or juvenile justice system management. An advanced degree is preferred.
3. Computer literacy a must.
4. Excellent communication skills, follow-through, diplomacy, and the ability to create and maintain efficient working relationships with co-workers, judges, child welfare professionals, community stakeholders, and allied professionals are a must.
5. Extensive travel may be required.

This position reports to the Assistant Director of the Permanency Planning for Children Department. A detailed job description is attached.

FOR FULL CONSIDERATION, all applicants must submit a letter of interest, current résumé, and an NCJFCJ application form (available at www.ncjfcj.org) via email attachment or U.S. Postal Mail no later than 5:00 p.m., December 4, 2009, to:

**Lauri Jones, HR Generalist
National Council of Juvenile and Family Court Judges
P.O. Box 8970
Reno, NV 89507
Email: employment@ncjfcj.org**

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NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

PROGRAM MANAGER, SENIOR

Position Summary

Under the supervision of Department Director or Assistant Director, manages day-to-day overall operations of specialized areas of interest including, but not limited to, technical assistance, curriculum planning and development, development and implementation of projects and programs dealing with the juvenile justice response to alcohol and substance abuse, child abuse and neglect, child welfare, domestic and family violence, the violent juvenile offender, or other aspects of juvenile justice administration.

Position Requirements

Undergraduate degree from an accredited university, community college, or institution of higher learning, and at least four years of professional experience in child welfare, domestic and family violence, or the juvenile justice system.

Knowledge, Skills and Abilities

Ability to acquire, organize, evaluate, and distribute information, materials, resources, and knowledge in response to justice system professionals, students, and related parties relative to all aspects of juvenile justice, child welfare, or domestic and family violence administration and practice. Must demonstrate ability to initiate, organize, and follow tasks through to completion; independent decision-making, and problem solving skills. Must be familiar with research methods, successful grant writing, budgeting, and juvenile justice, child welfare, or domestic and family violence issues with an ability to communicate effectively verbally and in writing regarding public policy, legal, and social aspects of juvenile justice, child welfare or domestic and family violence administration. Must be familiar with the principles of adult education and in the supervision of subordinate personnel. Must show ability in development of brochures and information materials pertaining to assigned areas. Must demonstrate independent creative thinking and analytical skills. Must possess experience in developing effective curricula in the field of juvenile justice, child welfare, or domestic and family violence for adult education purposes. Must demonstrate ability to work well with advisory committee members, consultants, and members of the judiciary. Must demonstrate command of software programs which may include word processing, database functions, and/or spreadsheets. Must establish and maintain effective work relationships with co-workers, professionals, and others.

Principal Duties and Responsibilities

Responsibilities include, but are not limited to, the initiation, development, organization, implementation, and follow-through of adult education seminars, workshops, and training programs, and development and implementation of projects and programs related to all aspects of juvenile justice, child welfare, or domestic and family violence. Emphasis placed on successful grant writing and demonstrated ability to complete grant requirements in a timely and expert manner.

Working Environment

Lifting and carrying up to 50 lbs. may be required. Evening, weekend, and holiday work may be required. Travel, both in and out of state, may be required.

This position is not limited to those duties listed in the job description. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges.