

NEW MEXICO JUDICIAL BRANCH

Magistrate DWI Drug Court Program Supervisor (Classified)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY:

Under direction, supervise and manage Magistrate DWI Drug Court Program Coordinators. Provide ongoing operational guidance and technical assistance to the DWI drug court team. Work with Statewide Program Manager or others on expansion of existing and development of additional DWI Drug Court Programs. Supervise two (2) or more drug court staff members. This position reports to the Statewide Drug Court Program Manager.

QUALIFICATIONS:

Education: Bachelor's Degree in criminal justice, social work, psychology, social sciences, business or public administration, or a directly related field from an accredited college or university.

Education Substitution: None.

Experience: Three (3) years of program management experience of which one (1) year must have been as a supervisor.

Experience Substitution: Relevant graduate level education may substitute for up to two (2) years' of program management experience at a rate of 30 semester hours equals one (1) year of experience, or relevant experience in public or business administration, social services, social work, social sciences, mediation, grant writing, guidance counseling, law, probation, program management, adult education, training, volunteer programs or a closely related field may substitute for up to two (2) years of program management experience. One (1) year of specialty court program management experience is required. Education may not substitute for supervisory experience.

Other: Completion of a stringent post offer background investigation may be required (i.e. work history, criminal record, driving record, etc.).

Knowledge: **Advanced knowledge of** program development and program administration techniques; team building techniques; training concepts; building intergovernmental relations; federal grant reporting procedures and tracking; grant procedures and grant writing techniques; research techniques; state and federal grant compliance rules and regulations; state procurement rules and regulations; request for proposals process and invitations to bid; public speaking and presentation; probation process; juvenile justice court structure and policies governing specialty courts; criminal statutes; case management and referral, mediation, court case initiation procedures; court procedures and rules, court organization, services, operations, functions and

jurisdiction; public policy analysis and evaluation; client support services; basic contract law; legal terminology; drug testing methods, protocol and equipment; substance abuse treatment; computer software applications, databases, word processing, spreadsheet presentation, report writing, email and internet; principles and practices of public and court administration; management practices and techniques in managing multiple and diverse statewide DWI programs; conference and program planning; budgeting processes; legislative process; and research and evaluation techniques. **General** knowledge of New Mexico law, civil and criminal procedure; problem solving and conflict resolution principles and techniques; safety and security practices and issues; community resources and outreach; general understanding of crisis intervention; relapse prevention, behavior modification methodology; tracking and monitoring projected and expended funds; protective services; proper English usage, grammar and punctuation; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, presentation, e-mail and Internet); filing systems; general office practices and office equipment (i.e., telephone, cell phone, printer, copier, fax); methods of data collection; Health Insurance Portability and Accountability Act (HIPAA) requirements; supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination and mediation; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Workers' Compensation).

Skill & Ability: Skill in monitoring several programs concurrently, including setting goals and objectives, establishing timelines, prioritizing; identifying resources and evaluating work products; monitor contractor deliverables and productivity; analyzing program operations and services; performing multiple tasks at one time; developing strategic plans; conducting research; providing comprehensive explanation of program budgets and staffing needs; motivating staff, team members and program participants to accomplish given tasks and goals; serving as a team leader; working independently while taking responsibility for actions and decisions; problem solving, critical thinking, and conflict resolution; negotiating and writing contracts; fiscal management and reporting; grant research and proposal writing; technical writing and editing; data collection and analysis; preparing and delivering presentations to a wide range of individuals; creative thinking; interpersonal skills; effective written and verbal communication; planning, implementing, and evaluating programs effectiveness and conducting program evaluations; maintaining confidentiality; establishing priorities and meeting deadlines; active listening; dealing with people diplomatically; maintaining accurate files and records; being organized and detailed oriented; filing; typing and entering data precisely; researching and retrieving information using the case management system or archive database; maintaining professional demeanor and composure; anticipating and evaluating the impact of rules, procedures, and statutory changes; working effectively with a diverse range of individuals; supervising individuals and/or groups of people and evaluating personnel effective crisis management and response; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress and working within the structure and governance of the state court system. **Ability to** maintain open communications; resolve conflict; establish, develop and maintain cooperative working relationships and public relations; receive and follow directions and apply relevant policies and procedures to assigned work; provide direction, guidance, and support to contractors, volunteers, team members and participating agencies; be empathetic, impartial, fair and objective with all involved parties; learn

quickly and retain information; ability to operate program monitoring equipment; utilize a computer effectively in word processing, spreadsheets, case management systems and other software; display teamwork, resourcefulness, and the ability to adapt to changing work priorities; perform multiple tasks; organize, maintain and update a variety of detailed and complex records; act as a project leader; use initiative and independent judgment; coach individuals or groups; train, delegate, and assign work; maintain confidentiality and use discretion when dealing with sensitive information.

EXAMPLES OF WORK PERFORMED

Supervision - Train, supervise, mentor, evaluate and motivate a staff of two (2) or more; develop employee performance plans and evaluations; apply effective discipline; lead, mentor, oversee, and train staff in programs and procedures, day-to-day functions and document processing; communicate changes in court or program processes, rules and systems; track daily attendance; set expectations, performance and program standards; plan, organize, and develop work and training programs; mentor, coach and provide feedback to staff; and lead interview panels for vacant positions and make recruitment recommendations.

Program Management – Act as a project leader in developing and implementing new DWI Drug Court programs and provide technical assistance and direction to the magistrate courts; document and/or oversee all interaction with program participants in DWI Drug Court database system; implement, coordinate and/or oversee educational programs and training, including preparing curriculum and materials; create and maintain program forms, policies and procedures; communicate program design and goals to courts, staff, and participants and local communities; develop and maintain inter-agency cooperation; establish working relationships with interested parties and legislators; develop, revise and implement policies and procedures; preparing and delivering presentations; develop strategic plans and goals for long-term planning of programs; serve as a resource to judicial committees, commissions, councils, boards, courts, judges, court administrators, court staff and the public; stay current with benchmarks, best practices, and empirical evidence to assist team in determining participant sanctions and incentives; apply the drug court model; work with researchers to evaluate program; provide information to local or state entities; respond to requests from local agencies such as city, county, state and non-profits; conceptualize and implement solutions to problems; provide program information as requested and timely delivery of all services and projects; build and motivate strong support teams.

Budget/Grants - Prepare budget request by projecting need and costs for programs; recommend and justify requests for each budget line-item; communicate the success and cost effectiveness of program(s) to secure funding necessary to continue operations and growth; help administer and monitor program budgets, funding requests, and AOC grants; identify and help acquire additional funding sources to maintain adequate resources for program operations; ensure compliance with budgetary policies and limitations; complete all status and fiscal grant reporting requirements.

Contracts - Ensure record keeping is accurate and up to date and clients' needs and program goals are being met; identify contractual needs; oversee and/or monitor and evaluate contractor(s) with respect to vendor compliance with contracts; draft and advertise request for

proposals; monitor Memorandums of Understanding and/or professional contracts for services provided to the program; set up contract review panel; audit and approve invoices; submit and monitor request for purchase orders; and address contractor adherence to program initiatives.

May - After completion of required training and utilizing Supreme Court approved statewide policies and procedures for fieldwork (safety equipment, drug screening, field protocol), perform and/or oversee scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance; participate and attend conferences and training; assist in training new employees and contractors; and participate in community education and outreach related to court programs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job.

Work is performed in an office or court and may be performed in a field setting. Work is performed in an often fast-paced and stressful work environment. The noise level in the work environment is usually moderate to noisy. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved or associated with court cases, disturbing or hazardous court exhibits and contagious health conditions.

The employee must regularly interact positively with co-workers, clients and the public; work under time constraints and meet multiple demands from several people. The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand and walk often; kneel and stoop; and talk and hear. The employee is frequently required to read typed and/or hand written material; and lift and/or move, push, pull or carry up to 25 pounds.

The employee is expected to be punctual and to adhere to assigned work schedule. As assigned the employee may be required to work nights, weekends and holidays; overtime may be required. Travel (valid drivers license required) will be required. The employee may be exposed to fluctuating outdoor and building temperatures.

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