

Navajo County - SAMPLE

Criminal Justice Coordinator

Class Title

Criminal Justice Coordinator

Class Code

3010

Salary

\$64,356.75 - \$80,372.77 Annually

- **DEFINITION**

BENEFITS**Summary**

Under general direction performs work of considerable difficulty in the coordination of resources within the local criminal justice system and the Criminal Justice Collaborating Council (CJCC).

Essential Job Functions

(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Serves as a key point of contact for criminal justice partners
- Coordinates resources to foster collaboration across county departments, municipal departments, nongovernmental organizations and both elected and nonelected officials from multiple jurisdictions in strategy development and effective use of resources in the criminal justice system
- Identifies opportunities and recommends improvements in criminal justice practices, procedures, programs and policies based on evidence based practices, data driven decision making, performance and outcome measures and evaluation standards
- Expands partnerships with governmental organizations, private foundations and related entities to identify trends and expand opportunities for system improvements
- Monitors and informs policy makers on proposed local, state and federal legislative and policy changes that impact the justice system
- Collects and analyzes data from criminal justice agencies for the purpose of identifying and researching policy and programmatic changes to enhance the efficiency and effectiveness of the criminal justice system both substantively and fiscally
- Presents report findings and conclusions to a wide variety of audiences including government administrators, elected officials and the public
- Facilitates communication with justice stakeholders and local communities to promote an understanding of the administration of criminal and juvenile

justice in Navajo County and the public safety issues and challenges facing the county

Knowledge and Skills

Considerable knowledge of:

- Public program planning, development, budgeting and management
- Community needs and resources
- Systems thinking and change management
- Public and community participation processes
- Principles and practices of providing public services to culturally diverse populations
- Software applications commonly used in program management
- **Skill in:**
 - Analyzing organizational systems and structure and implementing improvement plans
 - Strategic planning
 - Making public presentations and facilitating group meetings
 - Consensus building among groups with diverse needs
- **Ability to:**
 - Address the public and professional groups
 - Integrate and align strategy, people and activities across functions, processes and teams
 - Translate vision and strategy into clear actionable goals
 - Analyze administrative organizational problems and identify appropriate solutions;
 - Perform outreach services
 - Prepare and maintain complex reports and records
 - Work safely and support the culture of workplace safety
 - Establish and maintain effective working relationships with employees, other agencies and the public
 - Follow written and verbal instructions
 - Communicate effectively verbally and in writing

Desirable Qualifications

Bachelor's degree in criminal justice, public administration, political science, or a related field and five years of experience in a relevant field; OR, any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position. Must obtain a valid Arizona driver's license and maintain it throughout employment.