

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DRUG COURT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial and administrative work associated with overseeing operations of the Drug Court Department and coordinating activities between the Drug Court and participants in the Drug Court Program. Duties and responsibilities include supervising assigned employees, directing departmental work activities, developing policies and procedures, training employees, attending conferences, writing grants, preparing recommendations and referrals, serving on various boards, preparing departmental budget and monitoring expenditures, preparing reports and maintaining records, providing information and assistance, and performing other tasks as assigned. Reports to County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, counsels, and disciplines; interviews and selects all employees in the Drug Court Department.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable laws, ordinances, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor and other officials to review department operations/activities, reviews/resolves problems, receives advice/direction, and provides recommendations.

Plans, organizes, and directs operations and activities of the Drug Court Department; establishes various goals and objectives for the department.

Prepares departmental budget; monitors expenditures to ensure compliance with approved budget.

Directs and maintains an accounting and auditing system with respect to various grant funds.

Consults with case managers on intake of participants and casework techniques.

Prepares recommendations for Drug Court concerning reappearance of specific participants in court; prepares and executes referrals to other community agencies for services needed by participants.

Prepares recommendations concerning participants appearing or reappearing in court; prepares and executes referrals to other agencies for services needed by the participants and occasionally their families.

Rutherford County, Tennessee • Drug Court Director

Participates in community outreach activities with outside employers, employment agencies, service companies, and housing agencies to aid in finding work, living, and transportation accommodations for participants in the Drug Court Program.

Coordinates activities regarding participants with law enforcement officials, as necessary.

Conducts initial assessments to determine eligibility of candidates using the Addiction Severity Index (ASI); utilizes the Client Evaluation of Self at Intake (CESI) to measure progress of participants; performs six month reviews with all participants to monitor progress in abiding by rules of probation and court orders; provides guidance and counseling; performs crisis intervention as necessary.

Provides support and crisis intervention as needed, 24 hours a day, 7 days a week.

Prepares, transcribes, or completes various forms, reports, correspondence, logs, grant proposals, or other documents.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, county officials, law enforcement personnel, judges, court officials, family members, lawyers, therapists, the public, outside agencies, and other individuals as needed regarding the participants' activities or to coordinate work activities, review status of work, exchange information, or resolve problems.

Consults with the drug court judge on a wide range of micro organizational and managerial issues such as enhancement of overall drug court efficiency and internal/external quality assurance.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to criminal behavior and addiction; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends conferences, workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Receives payments for court costs, fines, and program fees when necessary

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Social Work, Psychology, Business Administration, Public Administration, Health Administration, Criminal Justice, or closely related field; supplemented by three (3) years previous experience and/or training involving addiction and criminal behavior and at least one (1) year of previous experience working in a management capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

PHYSICAL DEMANDS ANALYSIS

1. SITTING

Tasks: Computer, phone, writing

Estimated Total Hours: 8 Maximum Continuous Time: 2

2. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X	X	X	X	
11-25 lbs			X	X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

3. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>0</u> % of time

4. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

5. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Several hours daily
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Several hours daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date