



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Program Manager

Title of Immediate Supervisor:	Director of Education and Communication
Department/Division:	Office of State Court Administrator / Education Department
Pay Grade/FLSA Status:	16 / Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Program Manager is responsible for providing leadership in the development, expansion, and management of the statewide juvenile drug court program; develops and manages court administrator rosters; develops and manages the Continuity of Operations Plan for the judiciary; and provides html support for the North Dakota Supreme Court Website. Work is performed under minimal supervision. The Program Manager manages programs assigned by the Education Director and State Court Administrator.

Positions assigned to this classification follow routines and processes established by others.

Major Responsibilities & Essential Functions

1. Manages and coordinates the development, expansion, effective operations, budget, and continuous quality improvement of the statewide juvenile drug court program.
 - Collaborates with district drug courts in determining operational problems, identifies effective alternatives, and engages appropriate internal and external partners to design and implement solutions. Recruits, writes curriculum, educates, and provides support for district juvenile drug court team members.
 - Prepares and monitors statewide juvenile drug court budgets; reviews and authorizes program expenditures and initiates contracts for services with outside vendors.
 - Plans, directs, and organizes activities involving faculty, courses, locations, costs, and training including negotiating contract with speakers, vendors, and institutions for continuing education.
 - Designs brochures, newsletters, and manuals for the juvenile drug court program.
 - Researches and identifies potential sources of new funding including state entities, partnerships, local, state, and federal opportunities. Prepares and submits grant applications to federal and state entities; manages grants received, including oversight to carry out grant purposes and meet goals and objectives, monitoring of expenditures, and providing necessary reports and other communications.
 - Staffs the Juvenile Drug Court State Advisory Committee.
 - Serves as direct liaison with federal, state, local authorities, and stakeholders.
 - Assists judicial districts in the development of a new juvenile drug court.
2. Manages and oversees the maintenance of the Alternative Dispute Resolution Roster.
 - Implements policies and procedures for the administration of the Alternative Dispute Resolution Roster.
 - Monitors compliance for continuing education for neutrals listed on the ADR Roster and corresponds with neutrals and applicants for compliance and eligibility.
 - Maintains the ADR Roster on the North Dakota Supreme Court website.
3. Manages and oversees the maintenance of the Custody Investigator/Guardian ad Litem Roster.
 - Implements policies and procedures for the administration of the Roster.
 - Monitors compliance for continuing education for neutrals listed on the Roster and corresponds with neutrals and applicants for compliance and eligibility.
 - Maintains the Roster on the North Dakota Supreme Court website.
 - Assists director in providing continuing education for custody investigators including curriculum, locations, and costs involving speakers, vendors, and institutions.
 - Designs, develops manuals and brochures for training purposes.
 - Responds to grievances regarding the CI/GAL Roster and continuing education requirements.
 - Assists the public in understanding the complaint process for CI/GAL programs.



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4. Develops and oversees the Continuity of Operations Plan for the judiciary.
 - Assists in the design and execution of test scenarios for everyday preparedness.
 - Develops and delivers training on all aspects of everyday preparedness including bomb threats, fire and tornado drills, everyday evacuation and reestablishment plans for natural and manmade disasters.
 - Monitors trial court Continuum of Government/Continuity of Operations Plans to ensure they are complete and up to date.
 - Provides training on program software, as requested.
 - Serves as direct liaison for the judiciary with the North Dakota Emergency Task Force.
 - Develops and manages the COOP for the North Dakota Supreme Court.
5. Serves as direct liaison for the judiciary with the North Dakota Emergency Task Force.
6. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a bachelor's degree in administration, or an associate degree in administration and five years professional experience in program management.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Extensive knowledge of court rules and procedures, legal documents, laws and legal factors pertaining to the courts.
- Extensive knowledge of legal terminology.
- Extensive knowledge of the juvenile drug court program and components.
- Knowledge of the understanding of the principles, trends and technical issues associated with the work.
- Knowledge of word processing, database and some accounting.
- Knowledge of html language for website.
- Considerable understanding of the principles, trends and technical issues associated with the work.
- Knowledge of grant writing and reporting.

Skill Requirements

- Legal research skills.
- Analytical skills to review operating issues and make cogent recommendations.
- Skilled in the use of word processing, database, accounting, and web based software.
- Skilled in design development of brochures, newsletters, and manuals.
- Strong written and oral communication skills to compose correspondence, grant applications and legal documents and to present written and oral reports.
- Prioritization and organization skills to initiate and complete project assignments without supervision.
- Interpersonal skills to interact effectively with office personnel, officials, agencies and other external organizations.
- Extensive experience responsible for the most complex levels and project responsibilities.



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Physical Requirements

- The essential functions of the job typically require: sitting, standing, talking, hearing, seeing, feeling, reaching, and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee is subject to some travel in the performance of the job.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force frequently constantly to move objects.

Job Classification History

- Classification created 10/11/2007.
- Changes recommended by Personnel Policy Board were approved by the Supreme Court on 2/20/2008. Replaces Administrative Legal Assistant classification.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.