

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Project Coordinator
Job Code: 8130
Pay Grade: 49
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Performs tasks and has responsibility for the coordination of administrative and operational research and projects. Researches and crafts department policies and procedures as a result of new legislation or management decisions, and participates on department committees that may have an impact on Adult Probation operating policies and procedures, and the need to educate adult probation personnel and other affected court employees, victims or the general public.

ESSENTIAL FUNCTIONS:

- Develops and maintains effective working relationships and coordinates projects, research and program activities with department management, other County departments, public and private agencies, organizations and groups to perform tasks effectively.
- Develops goals and objectives to implement department policy and procedures to comply with Arizona Revised Statutes that legislate the DNA testing of probationers. Monitors the quality of the collection process, trains employees to perform tests, implements corrective actions when necessary, and regularly reports the status of DNA testing activities to probation management and officers.
- Develops goals and objectives to implement a department program for Victims Restoration. Communicates with Adult Probation Directors, Supervisors and Officers to establish and maintain program procedures to initiate information to be forwarded to victims and the family of victims regarding probationers and/or respond to requests for information or assistance.
- Coordinates activities and monitors the status and effectiveness of DNA testing and the Victims Restoration program to meet the established goals and objectives. Serves as liaison between the probation department, the Clerk's Office, Pima County Adult Detention Center, the Department of Public Safety, the Department of Corrections regarding victim restoration issues, such as collections, and DNA testing kits that have issues such as missing data or poor quality fingerprints.
- Participates on committees and projects that have an impact to the operations of the department, such as the Adult Probation Enterprise Tracking Systems (APETS), the Strategic Planning Initiative Committee, Professional Standards, and Case Review Committee. Participation includes but is not limited to background research of topics, input to and draft of policies, procedures and administrative orders, recommendations on operating processes and forms, learning new information and disseminating to and training of other probation staff, establishing methods and reports to monitor and track department activity.
- Performs public relations activities writing and submitting informational media documents, creates informational brochures, serves as the victim restoration program contact person and participates in the development of community awareness programs
- Researches and investigates funding sources and writes grant proposals to secure funds in support of the probation department's goals. Researches topics using various methods such as the Internet, relationships/contacts with other agencies and/or written requests.
- Prepares monthly reports on DNA testing activity accessing the Department of Public Safety's database to obtain DNA collection verifications. Prepares management reports, summary reports and other informational documents as requested.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Coordinates the preparation of the department's annual reports, by writing articles, page layouts, preparing chart information and publication of the final product.
- Monitors the development of new federal, state and local legislation that affects DNA, Victims Rights and coordinates the steps to implement compliance efforts.
- Performs other related projects and tasks as assigned, for example ceremonies for awards and employee recognition.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles and procedures of program planning, development, monitoring, evaluation, and problem solving.
- Must have knowledge of federal, state and local laws, and regulations relevant to Victim Rights and DNA testing of probationers.
- Must have knowledge of Microsoft software Word, Excel, PowerPoint, Publisher, use of the Internet, and the use of windows based programs.
- Must have the skills to research, analyze and report data, plan, develop, evaluate and coordinate program and project activities.
- Must have strong organization skills, writing, time management, presentation, and project management skills.
- Must have the ability to establish and maintain effective working relationships, to work individually or in a team environment, and the ability to effectively communicate with a wide variety of probation and court employees, community and government agencies, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree from an accredited college or university with a major in business, public administration or a related field and four years of experience in a program/project management position or a professional administrative capacity. Or, the equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Supervisor, Business Systems. The incumbent may also take direction and perform work received from the Chief Probation Officer. The incumbent performs work under general supervision and has no supervisory responsibilities.

Date: 07/19/2004

Revised: 10/07/2004