

## JOB OPENING

### **ALTERNATIVE COURT PROGRAM ADMINISTRATOR**

#### DEFINITION

This position serves as Administrator for the 24<sup>th</sup> Judicial Alternative Court Program (ACP). The Administrator attends all ACP staffing and maintains the records of the Court. The Administrator is the record keeper of databases required for OSCA reporting purposes. The role is to assist the Judge in staffing, act as the liaison with other governmental and non-governmental agencies and groups including treatment providers and grantors, prepare annual budget requests, set regular meetings, and generally facilitate the day to day operations of ACP.

#### EXAMPLES OF WORK PERFORMED

- Serve as Grant Project Manager and plan, implement, administer, and monitor the day to day activities of the grant program.
- Attend all ACP Court and staffing.
- Seek additional funding sources.
- Coordinates Education and Training of staff and team members.
- Develop and manage budgets for the grant. Manage budget to ensure funds are allocated appropriately and by the approved grant budget.
- Maintain cooperative relationships with program participants, the treatment agencies, community organizations, and other collaborating partners.
- Monitor contract compliance
- Attend and participate in local, state, and national meetings
- Ensure compliance with all federal requirements

#### KNOWLEDGE, SKILLS, and ABILITIES

Extensive knowledge of children, youth, and adult mental health and substance use services; excellent verbal and writing skills; ability to train and consult with a wide range of individuals; experience directing grant initiatives.

#### EDUCATION AND EXPERIENCE

Minimum Qualifications and Experience: Graduation from a four year college or university with a degree in Criminology, Psychology, Sociology, Social Work or related field and two years of experience working with children and families.

#### SALARY

\$35,000 annually plus county benefits

**Send resume to: Laurie Wood, Treatment Court Administrator  
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**Deadline: May 6<sup>th</sup>, 2019**

