



Treatment Court Manager

Class Code:
4933

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Apr 9, 2009
Revision Date: June 30, 2021

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION:

Under general direction, the Treatment Court Manager supervises and coordinates the Collaborative Court Programs, including methods and quality of data collection and funding accountability; coordinates Collaborative Court calendars and activities; manages the daily operations and to supervise professional and support staff; and performs other related duties as assigned

DISTINGUISHING FEATURES:

This is a management position that reports to the Principal Analyst. This class is distinguished from the Substance Abuse Treatment Specialist II in that the former class performs professional work involving the evaluation and recommendation for referral of alcohol and drug offenders to appropriate programs, whereas the Treatment Court Manager manages the day-to-day operations, supervises staff, and develops and implements division goals, objectives and procedures.

This position travels to various locations throughout Alameda County based on the needs of the Court.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Participates in the coordination and preparation of architectural design work, including developing program requirements, procurement of consulting architects and engineers, preparation of functional and space programs for building projects, production of plan layouts, schematic, preliminary plans, working drawings, specifications, and cost estimates and

associated project approvals within and outside the Court.

2. Participates in the daily operation of the Office of Collaborative Court Services; develops and implements programmatic goals, objectives and procedures for the division consistent with the court policies; assists in the development of standards to evaluate performance and level of service in alignment with nationally recognized best practices; and recommends changes in policies and procedures to maintain a high performing and high quality collaborative court model.

3. Attends and participates in pre-court and court session.

4. Helps maintain a full census of court participants by conducting outreach efforts to various referring courts, and presenting the program to referring stakeholders.

5. Participates in the grant application processes for the collaborative courts; ensures adherence to grant guidelines and compliance with funding requirements; monitors program budgets; researches grant proposals, writes executive summaries, implements grant goals and objectives; assists in the implementation and evaluation of grant outcomes; gathers statistical information and surveys (GPRAs) for program reports; monitors and ensures staff complete administrative requirements.

6. May serve on committees and task forces both within the court and with local, state, and national agencies and organizations.

7. Visits all treatment programs to be aware of quality and range of treatment services; ensures programs submit reports timely; responds to and resolves concerns between the program treatment and Court.

8. Coordinates and facilitates meetings, including notification and agenda preparation; attends national, state, county and court meetings, site visits, conferences and webinars; prepares meeting minutes; and makes presentations at meetings regarding relevant program activities. Plans and implements annual graduation events.

9. Collaborates effectively with various court, national, state, and county agencies, including sheriff, probation, mental health service providers, veterans organizations, social services agencies, and community-based treatment providers.

10. May perform back-up duties in the absence of Substance Abuse Treatment Specialist II by temporarily managing client caseloads.

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of two options)

Option I

Experience:

The equivalent of two years of full-time experience in the class of Substance Abuse Treatment Specialist II or in an equivalent or higher-level classification at the Superior Court of California, County of Alameda. Possession of a Master's degree and supervisory experience is desirable.

Or Option II

Education:

Possession of a Master's degree in psychology, therapy, social work, counseling or a related field from an accredited college or university.

And

Experience:

The equivalent to three years of full-time program management experience, within a mental health, addiction or social services environment. Two years of the required experience must include supervision of professional and support staff.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and practices of administration, organization, management and supervision, including staff development and training; funding sources and mandates of programs; principles of budget preparation and administration; contract management, including laws, regulations and rules associated with procurement and contract negotiation, administration and termination; contract development and administration; operational characteristics, services and activities of a court; computer technology as applied to court operations, methods and programs; courtroom procedures and case processing; modern office methods, including use of a personal computer and related software; methods and techniques of organizing work; current alcohol and drug issues, including the nature and magnitude of alcohol problems in society and recovery models; evaluation tools and program evaluation; state regulations pertaining to client confidentiality; existing laws, ordinances and codes relating to alcohol or drug abuse matters

Ability to administer projects and operations consistent with policies and goals; negotiate, manage, monitor and terminate contracts; prepare fundamental purchasing specification for services; purchase services at the best price in accordance with specifications and quality requirements; track invoices and expenditures; select, train and supervise staff; plan, organize, coordinate, direct and evaluate the work of the program and staff; work under the pressure of deadlines, conflicting demands and emergencies; establish and maintain working relationships with all levels of court staff, elective and appointive bodies, and members of the general public; understand, interpret and apply laws, rules and regulations; communicate in writing on matters related to division policies, funding and operations; prepare and evaluate a variety of narrative and statistical data and reports; revise and adapt procedures to changing needs; plan and implement training programs; analyze problems and identify solutions; write and gain approval

for grant proposals; maintain confidential information when required by legal or ethical standards; and facilitate meetings

CLASSIFICATION HISTORY:

Date established: 4/09

Revised 1/11/13 DP/dp

Revised 11/2018 CE

Revised 6/2019 CE

Revised 6/2021 CE