



# Treatment Court Manager

Class Code:  
4933

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Apr 9, 2009  
Revision Date: January 5, 2026

## 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 management position that requires balancing the priorities of organizational leadership with the needs of front-line staff. The individual in this role will serve as a key link between strategic direction and day-to-day operations, reporting upward to leadership while providing guidance and advocacy for the team they supervise. Success in this position requires the ability to navigate competing expectations, communicate effectively across levels of the organization, and manage the inherent tensions that can arise when representing both management and staff interests.

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.

***Certification Pay:*** This position is eligible to receive an incentive pay of 3% of base salary for possession of a current license in good standing issued by the State of California, Board of Behavioral Sciences as a Licensed Marriage and Family Therapist or Licensed Clinical Social Worker.

## 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. Selects, directs, develops and evaluates assigned professional and support staff such as, Substance Abuse Treatment Specialist IIs, consultants and contractors; coordinates on-going training programs to enhance staff capabilities and ensure compliance with program goals and initiatives, to utilize time more effectively and to improve the delivery of services; assigns projects and programmatic areas of responsibility to support staff; prioritizes workload to meet expectations; evaluates work methods and procedures, and reviews action plans for performance improvement; hears, responds to and resolves staff problems and concerns; ensures staff collaborates effectively with all partners; follows up on progress of corrective action plans; and implements authorized disciplinary action.
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 sessions.
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; 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 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 treatment program 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 courts, national, state, and county agencies, including sheriff, probation, mental health service providers, veterans organizations, social services agencies, and community-based treatment providers.
10. Collaborates effectively with the contracted mental health team; works with the contracted Clinical Director to coordinate the partnership between the SATS II's and the mental health case managers.
11. May perform back-up duties in the absence of Substance Abuse Treatment Specialist II by temporarily managing client caseloads.
12. 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, preferably within a mental health, addiction or social services environment. Two years of the required experience must include supervision of professional 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; professional and appropriate office culture and behaviors; 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; 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; improve morale, team-build, and promote positivity; supervise staff including selecting, training, motivating, supporting, and when necessary, disciplining subordinates; plan, organize, coordinate, direct and evaluate the work of the program and staff; work under the pressure of deadlines, prioritize 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; revise and adapt procedures to changing needs; plan and implement training programs; analyze problems and identify solutions; participate effectively on a grant-writing project; maintain confidential information when required by legal or ethical standards; and facilitate meetings; ability to learn 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.

## **CLASSIFICATION HISTORY:**

Date established: 4/09

Revised 1/11/13 DP

Revised 11/2018 CE

Revised 6/2019 CE

Revised 6/2021 CE

Revised 11/2022 CE

Revised 01/2026 CE