



# UTAH COUNTY OFFICE OF PERSONNEL MANAGEMENT

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## JOB ANNOUNCEMENT

**APPOINTED POSITION: EXECUTIVE DIRECTOR – CHILDREN’S JUSTICE CENTER**

Posting# 1140-0813kv

**STARTING SALARY:** \$63,128.00 - \$83,408.00 annually (plus benefits package)

(Position is exempt and is not eligible for overtime pay.)

**OPENING DATE:** August 14, 2013

**CLOSING DATE:** \*Open until filled

\*All applications received by August 30th, will be screened by the Personnel Office. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

**For additional information see the job description at:** <http://www.utahcounty.gov/jobs>

**JOB SUMMARY:** Supervises, plans, coordinates, and directs the activities of the Children’s Justice Center.

**DUTIES INCLUDE:** Makes staffing decisions within the department. Supervises and correlates involvement within the department, with other County departments, volunteer groups, and outside agencies including State of Utah departments and personnel. Makes maintenance and purchasing decisions for equipment, tools, and supplies within the department. Prepares the annual program budget and monitors and approves departmental purchase orders and expenditures. Performs revenue generation activities, writes grant applications, and prepares funding and service contracts. Establishes and maintains an environment in which cases of child abuse may be handled in the least traumatic environment. Writes and implements all program policies and procedures under the direction of the Advisory Board and applicable licensing requirements. Controls and maintains all documents necessary to fulfill legal and regulatory requirements. Collects program statistics and submits quarterly reports to the County Commission and Advisory Board, and submits grant reports as required. Serves on task forces, committees, and facilitates communication and networking between involved agencies and the community to provide an ongoing forum for inter-agency problem solving and planning in the area of child abuse. Provides education to the community as to the scope, nature, intervention and treatment approaches for child abuse. Conducts public relations at local, State, and national levels.

**EVALUATION AND SELECTION FACTORS:** Ability to maintain cooperative working relationships with those contacted in the course of a variety of work activities and professional interactions; Knowledge of supervisory techniques; Ability to communicate effectively verbally and in writing; Skill in public relations, interpersonal communication and professional presentations; Ability to maintain confidential information; Ability to coordinate groups of adults, children, and teams of professionals in accordance with professional standards; Knowledge of social services systems including protective service programs and procedures; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; Knowledge of the principles and practices of conflict management and intervention; Skill in fund-raising and grant proposal writing; and Skill in public relations. Knowledge of criminal investigations, processes, and procedures.

**RECOMMENDED QUALIFICATIONS:** Equivalent to a Master’s Degree including course work in psychology, sociology, and business management; and four (4) years work experience performing administrative and supervisory activities in a clinical setting. Preference may be given for experience working with children’s programs. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSING AND CERTIFICATION:** Applicant must possess a valid current driver’s license and obtain a valid State of Utah Driver’s License within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information may be requested after the closing date. Resumes may be attached but do not replace the required employment application.

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER