

ARIZONA CRIMINAL JUSTICE COMMISSION

Criminal Justice System Improvement Program Manager

Posting Date: Monday, October 13, 2014 - Friday, October 31, 2014
Salary Range: \$65,000 - \$75,000 Location: Phoenix Grade: 23

The Arizona Criminal Justice Commission (ACJC) is seeking an ideal candidate to lead our Criminal Justice System Improvement Program. The program team consists of a Grant Coordinator and a Program and Project Specialist. This is a permanent full-time opportunity with great benefits, an ideal work environment that includes free covered parking, on-site cafeteria and front door access to public transit.

Purpose/Objective

The Criminal Justice System Improvement Program Manager has responsibility for planning, developing, coordinating, implementing, and evaluating a statewide multi-jurisdictional Criminal Justice Systems Improvement Program for the State of Arizona. This program works with governmental agencies and seeks funding to enhance the overall efficiency, accuracy, and timely accessibility to criminal justice data for criminal justice practitioners at local, county, state and federal levels. The incumbent will directly oversee the administration of the National Criminal History Improvement Program (NCHIP), the NICS Act Record Improvement Program (NARIP) and the Criminal Justice Records Improvement Program (CJRIP) grants and work with stakeholders to formulate, develop and implement strategies for criminal history record improvement throughout the state. This position directs staff responsible for grant monitoring, federal and state reporting and program oversight of agencies that receive funding. Additionally, this program area oversees the Full Service Forensic Crime Laboratory Program to improve the efficiency and effectiveness of the full service crime laboratories in Arizona.

Essential Duties and Responsibilities

- Seeks and manages grant funding from federal and state sources in support of the strategic goals of the program.
- Oversees the evaluation of grant applications and projects, and recommends an award of grant funds.
- Facilitates discussions with stakeholders to develop strategies, policies, procedures, and standards that may include changes in legislation in support of the Criminal Justice Records Improvement Plan.
- Interprets Arizona Administrative Code, state and federal laws, conducts independent research studies for the purpose of developing new policies, procedures and practices for programs or revises existing policies.
- Approves annual performance reports and financial quarterly reports from grant recipients and advises grant recipients on requirements and compliance with state and federal law and rules.
- Represents the Commission on Criminal Justice Systems Improvement issues at state, local, and federal meetings and organizations.
- Supervises staff, develops professional goals and objectives, and administers an annual performance evaluation.

Key Leadership Competencies

- Ability to set clear objectives and measures; monitors process, progress and results.
- Organizes resources to complete all tasks; can orchestrate multiple activities at once to accomplish goals.
- An effective planner who accurately scopes out the length and difficulty of projects; develops work assignments.
- Works effectively with other programs areas and seeks to standardize processes and procedures across programs.

Knowledge, Skills and Abilities

- Knowledge of criminal records programs, processes and resources available statewide.
- Knowledge of program and project management and problem-solving techniques.
- Ability to work with diverse stakeholders within and external to the agency.
- Strong interpersonal, supervisory, organizational and leadership skills.
- Skilled communicator in both an oral and written context, with all levels of internal and external contacts.
- Ability to formulate concepts and develop strategies and solutions for criminal justice issues.
- Ability to interpret state and federal laws and administrative rules.
- Skilled in Internet, Intranet, Microsoft Office products such as Outlook, Word, Access, and Excel.

The successful candidate will have a Bachelor's Degree from an accredited college or university in Business Administration, Criminal Justice Administration or a related field and/or requisite experience that would include four years of progressively responsible experience at a supervisory/management level with a regional, state or federal agency.