



RECRUITMENT NOTICE

PROGRAMS MANAGER Open until filled

This position is responsible for developing new and managing existing programs, centers, pilots, and initiatives for the Vermont Judiciary. The position reports to the Chief of the Planning and Court Services Division. This position, located in Montpelier, is responsible for state-wide programs that are delivered through geographically dispersed employees and contractors who work with trial court staff, judges, and community partners. Work is performed with considerable latitude for the exercise of independent judgment and evaluative thinking.

Occasional travel to other locations and overnight meetings may be required. Private means of transportation is necessary, with mileage and expenses reimbursed at prevailing state rates. Although duties normally occur within a regular weekday schedule, weekend and evening activity may be necessary. This is an exempt, non-bargaining unit position within the Office of the Court Administrator, located at the Vermont Supreme Court, 111 State Street, Montpelier, Vermont. Job code # 20031.

ESSENTIAL JOB FUNCTIONS:

- Plan for and manage multiple court programs, centers, pilots, and initiatives related to access to justice; language access; alternate dispute resolution; and other innovative trial court-based services and activities. This includes identifying gaps in services; developing strategies in response; drafting and implementing policies and standards of operation; securing and managing resources; recruiting and managing staff; and monitoring and evaluating program impact.
- Serve as project manager for new Judiciary initiatives and Judiciary special studies.
- Research and maintain familiarity with best practices of judicial systems in other jurisdictions; develop well-researched proposals for new initiatives within the Judiciary.
- Management of assigned programs, projects, and/or grants, including responsibility for the following: planning; budgeting; implementation; allocating resources; stakeholder outreach and networking; and delivering results against stated goals.
- Provide research and qualitative and quantitative analysis that supports the continuous improvement of the Judiciary in such areas as assessing the impact of planned initiatives; identifying system needs; analyzing potential solutions; and developing proposed strategies.
- Develop tools to accurately measure, analyze and communicate the performance of programs and services against stated goals.
- Participate in producing education and training events and materials as needed to support the services and programs outlined, with a particular focus on access to justice and language access.
- Provide support to and act as representative for the Judiciary on committees and interbranch task forces.
- Research grant opportunities and develop grant proposals in keeping with the goals, mission, and available resources of the Judiciary.
- Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in public administration, business administration, criminal justice or related field; master's degree, Juris Doctor, or license to practice law in the State of Vermont strongly preferred.

Experience: Six or more years of experience in a public, private or non-profit organization with direct responsibility for areas such as managing projects, improving business processes, trial court operations, program administration or grants administration.

PREFERRED:

- Experience with access to justice projects, especially those with a focus on language access.
- Strong research and analytical skills including working with large qualitative and quantitative data sets; analyzing budgets; preparing data related reports and interpreting data.
- Strong writing, communication, and interpersonal skills; ability to research and draft procedures and policies for review.
- Experience in project management concepts and strategies.
- General knowledge of the principles of trial court administration and operations.
- Track record of being innovative and self-motivated to sustain a high level of accomplishment without close review and supervision.
- Experience of a progressively responsible nature in court operations or a comparable administrative setting.

SALARY AND BENEFITS:

The annual equivalent for this position will be \$75,000 but may be negotiable depending upon qualifications and experience. Benefits include:

- Twelve days each of vacation and sick leave are earned per year.
- Twelve holidays are paid per year.
- Group life and medical insurance are available.
- Dental coverage is effective after six months.
- Long Term Disability coverage after one year.
- Deferred Compensation (457 Plan), a supplemental savings and investment plan for retirement.
- Membership in the Vermont State Employees' Retirement System, through either a Defined Benefit (i.e. pension) plan or through a Defined Contribution plan.

Submission of Applications: Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the following email address: jud.jobs@state.vt.us

An electronic version of the Application can be found at: www.vermontjudiciary.org.

Format E-mail subject line as follows: your name 20031 (example: Smith 20031)

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