



Classification Specification

Deputy Program Director of the DeKalb County DUI Court Program

Job Code: 33110 Salary Grade: 23 FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to develop, implement, and lead a program that provides an alternative to traditional criminal prosecution .

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assist the DUI Court Program Director with overall program duties and responsibilities. Supervises assigned staff; develops and oversees employee work schedules to ensure adequate coverage of duties; compiles and reviews timesheets (when applicable); and trains staff in program operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and review completed work; consults with assigned staff to assist with participant difficulties and provide technical expertise; provides progress and activity reports to the Court; and assists with the revision of procedure manuals as appropriate.

Stays informed about new information about evidence-based "best practices" in alternative prosecution programs in order to regularly improve DeKalb County's program.

Monitors caseloads of misdemeanor offenders; reviews participant information and case notes; maintains attendance records for classes; reviews monthly progress notes; and tracks inconsistencies between program requirements and actual participation.

Leads staff meetings; sets meeting agenda; and consults with court staff about appropriate sanctions for participants who fail to comply with program requirements.

Works with staff to determine offender eligibility, participation, and subsequent termination; consults and advises attorneys on matches between cases and programs; and monitors participation.

Advises attorneys, defendants, and general public on program requirements; receives and responds

to questions and inquiries regarding program information and program requirements; and creates presentations on program requirements.

Minimum Qualifications:

Three years of experience in court diversion programs, education, social work, or related field, to include supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DeKalb County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please send resume with cover letter to swhaley@dekalbcountyga.gov