Davis COUNTY

CLASS SPECIFICATION

Class Title:	CJCC Coordinator	**Class Code:**	xxxx
Department:	Commission	**Grade:**	17
FLSA:	Non-exempt	**Eff. Date:**	xx/xx/xxxx

GENERAL PURPOSE:

Under general guidance from a county Commissioner, coordinates Criminal Justice Coordinating Council's (CJCC) programs among internal and external stakeholders.

EXAMPLE OF DUTIES:

Serves as a liaison for criminal justice partners from county departments and outside agencies.

Collaborates with government and non-government agencies and stakeholders. Facilitates successful program implementation.

Coordinates development of a strategic work plan, policies and procedures, program performance measures and assessment tools; implementation of program goals and objectives; evaluation and reporting of progress.

Promotes an understanding of CJCC programs among the stakeholders. Develops and disseminates information about CJCC services, activities, and objectives among general public, community groups, public and private organizations.

Facilitates meetings, prepares agendas and coordinates special projects to support CJCC goals and objectives.

Collects and analyzes data from criminal justice agencies to identify opportunities for the program, policy, and process improvements.

Generates reports and presents findings to a wide variety of audiences, including government administrators, elected officials, and the public.

Identifies funding sources, writes grant applications, implements and manages grants, and complies with mandatory reporting requirements.

Provides support to the CJCC. Attends relevant meetings.

Performs other related duties as assigned.

MINIMUM REQUIREMENTS

1. **Education and Experience:**

   Graduation from an accredited college or university with a Bachelor's Degree in criminal justice, social work, psychology, behavioral science, sociology, or a closely related field, plus two (2) years of closely related experience. An acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must pass criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: social service systems, community services and programs, county and relevant departments practices, policies, and procedures.

Skill in: using applicable computer hardware and software, standard office equipment.

Ability to: efficiently manage projects; respond appropriately and effectively in crisis situations; work independently; maintain confidentiality; communicate effectively, follow oral and written instructions; establish and maintain effective working relationships with other agencies, employees, and the general public.

WORKING CONDITIONS

Sedentary in nature, office environment. Exposure to high stress and potentially emotionally charged and uncomfortable situations.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***