

LANCASTER COUNTY
JUVENILE COURT ADMINISTRATOR

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of Juvenile Court functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative responsibilities. Work includes working on special projects as assigned by the Judges; making counsel appointments in abuse/neglect cases; serving as the Court's liaison with other agencies; participating in the preparation and administration of the budget; and overseeing subordinate staff. General supervision is received from the Juvenile Court Judges. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Perform special projects as assigned by the Judges.

Make counsel appointments in abuse/neglect cases; coordinate and oversee contract appointments; appoint attorneys accordingly; compile data.

Serve as the Court's liaison with all local, county and state departments and agencies; attend meetings as court representative, compose and send notices to attorneys and agencies on behalf of the Court.

Examine existing departmental operations and recommend and develop necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls; resolve routine departmental problems in accordance with established departmental policies and procedures.

Compile and calculate statistical data in the preparation and administration of the annual budget; maintain reporting systems for financial applications and answer budget inquiries; review and approve routine budgetary expenditures.

Administer the personnel system within the department including processing personnel actions and advising supervisors on personnel matters as needed; interview, hire and evaluate subordinate staff; organize and assign work to subordinate staff members.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management, organizational structure and employee development.

Considerable knowledge of the principles, methods, and practices of County finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or related field or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

8/2010

PS2306