

DEKALB COUNTY COURTS ADR TRUST FUND

Job Announcement

Dispute Resolution Center Director

(this is a merit exempt position funded by the ADR Trust Fund)

Salary Range: \$61,487 - \$76,858

Applications accepted: thru June 1, 2018

General Information: Applicants will be employed at a salary, within the above range, commensurate with their education and experience.

Benefits: 10 paid holidays; 15 days vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

Physical Ability: Successful completion of a job related physical examination by a County Examining Physician is required. **DeKalb County does not discriminate on the basis of disability.**

Minimum Requirements: Bachelor's degree in Public Administration, Criminal Justice, Social or Human Services, Court Management or a related field and five years of work experience managing a court program, or providing management in a court system or legal field, including three years supervisory experience. Knowledge of and experience with the Georgia ADR rules and guidelines is strongly preferred. An equivalent combination of education and experience may be considered in determining eligibility for this position.

Essential Functions: [The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.]

Under the general direction of the ADR Trust Fund Board, the Director will administer and manage all aspects of the DeKalb County Dispute Resolution program. The Director is expected to function under a high degree of accountability in ensuring the accuracy and follow through of the program requirements. Maintains overall responsibility for the program's administrative and operational functions, and program adherence to and compliance with established Federal, State and local standards and guidelines governing alternative dispute resolution. Manages assigned staff including establishing workloads, evaluating performance, resolving staff conflicts and administering employee discipline. Evaluates, recommends and implements policies and procedures for the operation of the dispute resolution center. Recruits, trains and coordinates a network of mediators, arbitrators and case evaluators to provide services. Develops forms, brochures and reports for the dissemination of ADR program information.

Work Schedule: Employee may be required to work regularly on various shifts as deemed necessary by the ADR Trust Fund Board.

Submit resume including references, to ADR Trust Fund Board, c/o Cathy McCumber, Rm 410, DeKalb County Courthouse, Decatur, Georgia 30030, or to cwmccumb@dekalbcountyga.gov by close of business June 1, 2018.