

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 04/04/2016 to 04/13/2016 EEOC CODE: CLASS CODE:

CLASSIFICATION TITLE: Drug Court Program Assistant Administrator

JOB CLASS (GRADE):

HOURLY RATE: \$15.38

LOCATION: Bibb County Courthouse

WORK HOURS: 8:30 AM – 5:30 PM

DEPT. HEAD: Judge Colvin

WORK WEEK: Mon. – Fri.

(X) REPLACEMENT () NEW REQUIREMENT

THIS IS A CONTRACT PAID ENTRY LEVEL POSITION THAT IS RENEWED ON A YEAR TO YEAR BASIS.

JOB SUMMARY:

The Drug Court Program Assistant Administrator will assist the Drug Court Program Administrator in coordinating the day to day operations of the Felony Drug Court with the participants, attorneys, treatment providers, and law enforcement. Attends and participates in Drug Court as a member of the Drug Court Treatment Team. Responsible for assisting in the development and revision of policy, implementation of programs, goals, strategies, objectives, preparation and maintenance of current information on participant activity.

The Drug Court Program Assistant Administrator works with the Drug Court Administrator to establish fiscal year budgets and expenses. Prepares various statistical, financial and other reports as needed by the Court or required by granting agencies. Maintains all data and reporting requirements. Keeps up to date individual files on each participant that monitors history of their activities in Drug Court (i.e. payment history, achievements, sanctions, special circumstances, etc).

The Drug Court Program Assistant Administrator coordinates with other Accountability Courts, government agencies and community organizations to provide accessibility to educational, housing, medical, and employment benefits to program participants.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

Bachelor's degree from an accredited college or university in Public Administration, Health System Administration, Court Administration, Criminal Justice, Sociology or Psychology.

- Strong oral & written communication and presentation skills
- Knowledge of the criminal and/or substance abuse treatment environment
- Know of Microsoft computer program applications, evaluation and data analysis, demonstrated ability to exercise logic, and sound judgement.
- Occasional overnight travel within the state (training).

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER