

Coconino County, AZ
in Collaboration with the City of Flagstaff

CRIMINAL JUSTICE COORDINATOR

Position Description

Position:

The position performs professional and technical work for the Criminal Justice Coordinating Council (CJCC) on behalf of the Coconino County Board of Supervisors and the Flagstaff City Council. Work involves systems planning in the adult and juvenile justice systems; coordination of CJCC committees and workgroups; meeting facilitation and administrative support; data and policy analysis; legal and scientific research; oral and written presentation of material; management of long- and short-term projects of high complexity; collection and distribution of information; and consultation to entities in the local criminal justice system. The Criminal Justice Coordinator must exercise considerable tact and courtesy in frequent contacts with local and state elected officials; municipal, county, and state department heads; community-based professionals; county residents; tribal community residents; individuals in the justice system and their families; victims; and the media.

The work is performed under the general direction of the Criminal Justice Coordinating Council (CJCC) and the direct supervision of the Coconino County Deputy County Manager.

Profile:

The Criminal Justice Coordinator will be required to establish and maintain strong working relationships with all organizations involved in the criminal justice system as well as key community leaders. This individual is a systems thinker, possessing strong process orientation skills and an analytical thinker, with strong data analysis and reporting skills. The Criminal Justice Coordinator will facilitate the coordination of strong managers and leaders from within the agencies that make up the criminal justice system.

Organization:

Coconino County led the establishment of a local Criminal Justice Coordinating Council in 2006. A member of the County Manager's Office, the Criminal Justice Coordinator supports the CJCC, the CJCC executive committee, and CJCC standing committees and workgroups. The CJCC is comprised of all local law enforcement agencies, the City of Flagstaff and County Attorneys, the County's Legal and Public Defenders, all Municipal, Justice and Superior Courts, as well as Juvenile and Adult Probation. These agencies view criminal justice as a system; operating within various agency jurisdictions, but one where an individual agency's policy will have profound

impacts upon the entire system and other participating agencies. It is the analysis and improvement of this interactive and interdependent system that the CJCC attempts to oversee, and that the Criminal Justice Coordinator position will support and facilitate.

Coconino County:

Joining the Coconino County Team is an opportunity to be a part of an innovative organization that works every day to serve the public interest and the citizens of Coconino County.

At 18,661 square miles geographically, Coconino County is the second largest county in the continental United States and 16% of the entire state of Arizona. The current population is 139,000. Incorporated cities and towns within the County include Flagstaff, Page, Williams, Fredonia, Tusayan and part of Sedona.

With only 12% of privately-owned land, most of Coconino County is consists of public land, including United States Forest Service and National Park Service, Bureau of Land Management, Tribal Trust Land and State of Arizona. The County is home to one of the seven wonders of the world, the Grand Canyon, as well as many other National Parks and National Monuments. Strong partnerships and relationships with federal, tribal, state, local government and community partners are essential in this role.

Coconino County has an educated and diverse citizenry, including 32% having earned a college degree, 14% of population of Hispanic descent and 27% of Native American descent. The County is proud home of the Havasupai, Hopi, Hualapai, Kaibab-Paiute, and San Juan Southern Paiute Tribes, as well as a large part of the Navajo Nation. Additionally, residents of the County have great opportunity for quality higher education, including Northern Arizona University (NAU) and Coconino Community College. The County is also home to the United States Naval Observatory Flagstaff Station, Camp Navajo, the United States Geological Survey Flagstaff Science Campus, the Museum of Northern Arizona, Lowell Observatory, and the Arboretum at Flagstaff. Flagstaff was the first community designated as an International Dark Skies Community.

City of Flagstaff:

The County seat of Flagstaff is a vibrant community nestled at the base of the San Francisco Peaks with a population of approximately 71,000. At 7000 feet elevation, you experience the four seasons and world-class outdoor recreation opportunities, including miles of biking and hiking trails, kayaking, fishing, hunting, camping, skiing, and snowshoeing. In this region you will experience a unique blend of history, culture, breathtaking beauty.

Under direction, performs work of considerable difficulty in the coordination of resources within the local criminal justice system to create improvements in the overall effectiveness of criminal justice service delivery, collective impact coordination, and efforts to improve the delivery of criminal justice services; performs related duties as assigned.

Job Functions and Duties:

Essential Job Functions

- Serves as a liaison for criminal justice partners across county, municipal and state criminal justice agencies and departments, treatment providers, administrative departments, tribal communities, and concerned citizens, bringing together resources that differ broadly in character and purpose to improve the criminal justice system
- Connects and facilitates communication between governmental and non-governmental agencies including but not limited to police, prosecution, defense, probation, courts, public health, community services, offender assistance, victim assistance, alcohol and drug treatment educators, and mental health service providers while expanding partnerships and increasing opportunities for system improvements
- Facilitates communication with justice stakeholders and local communities to promote an understanding of the administration of criminal and juvenile justice in Coconino County and the public safety issues and challenges facing the county
- Coordinates the implementation, administration, evaluation, reporting and coordination of goals, objectives and priorities that achieve the long and short-range strategic priorities set by the CJCC
- Provides logistical and staff support to the CJCC, the CJCC executive committee, and any CJCC standing committees, work groups, etc.
- Identifies opportunities and recommend adjustments in criminal justice policies, procedures, and programs, based on empirical research, evidence-based practices, and state and federal laws
- Develops and disseminates information to promote the understanding of criminal justice programs, services, activities, regulations, objectives, and administrative proceedings to a wide variety of audiences including the general public, community groups, public agencies, and private organizations
- Identifies opportunities and recommends improvements in criminal justice practices, procedures, programs, and policies based on evidence-based practices, data driven decision making, performance and outcome measures and evaluation standards
- Enables data development, coordination and linkages with various agencies including development of performance measures and assessment tools to measure progress toward CJCC priorities
- Collects and analyzes data from criminal justice agencies for the purpose of identifying and researching policy and programmatic changes to enhance the efficiency of the criminal justice
- Facilitates meetings, leads work groups and coordinates special projects as directed by the County to support CJCC goals and objectives
- Identifies points of opportunity among CJCC partners, facilitates collaboration and problem solving that maximize partnerships while actualizing the priorities of the CJCC

Additional Job Functions

- Expands partnerships with governmental agencies, private and non-profit organizations, foundations, and related entities to support system improvements
- Procures and manages federal, state, and private grants
- Monitors and informs policy makers on proposed local, state, and federal legislative and policy changes that impact the justice system
- Tracks the progress of jail population reduction strategies, acts as a subject matter expert, collects and analyzes data, and brings best practices forward for consideration and discussion by the CJCC
- Presents planning, financial, operational, managerial, and programmatic resources to agencies represented on the CJCC
- Produces regular reports on the CJCC and criminal justice system, including an annual CJCC report, and present findings to a wide variety of audiences including government administrators, elected officials, and the public
- Monitors the progress of jail population reduction strategies, acts as a subject matter expert, collects and analyzes data, and brings best practices forward for consideration and discussion by the CJCC
- Advances racial and ethnic equity in the local criminal justice system and expand inclusion of the community, especially communities of color, in decision-making
- Generates positive, creative/innovative ideas and process improvements
- Participates in organizations, task forces and meetings to promote CJCC visibility and goals
- Assures working relationships with community agencies and organizations
- Represents the Coconino County and the CJCC at local, state, and national forums
- Provides orientation for new CJCC members
- Prepares and manages the annual budget of the CJCC
- May supervise staff and interns
- Any additional duties assigned by the CJCC, CJCC Executive Committee, chairpersons, or the County Manager

Knowledge, Skills and Abilities:

Knowledge of:

- State and local criminal justice systems (i.e., prosecution, defense, judiciary, law enforcement, and corrections) and state, county, municipal government
- Legal and evidence-based practices in criminal justice; emerging case laws; and principles of effective interventions for justice involved individuals
- Government budgeting; outside funding resources (e.g., federal and state grants); and public/private partnerships
- Indigenous populations and other communities of color; cultural differences; values and lifestyles; and racial and ethnic equity
- Social services, public health, behavioral health and substance abuse, education, and housing

- Basic scientific research design and methods, especially those for the social or behavioral sciences
- Evidence-based practices in case processing, corrections, prevention and treatment of violence, risk and needs responsivity/criminogenic factors, and behavioral health

Skills in:

- Building consensus among groups with diverse needs
- Conducting qualitative and quantitative research, including program evaluations and performance measurements
- Developing and implementing strategic plans and a wide variety of initiatives
- Using software applications to generate reports, presentations, and statistical information
- Writing clear and concise reports and preparing complex databases or spreadsheets
- Improving processes to maximize existing resources and improve service delivery for the public
- Engaging the community for constructive feedback on initiatives and support for short- and long-term objectives

Ability to:

- Develop relationships and establish a high-level of dependability and trust
- Tactfully manage the concerns of policymakers who sometimes have competing priorities
- Think independently, analytically, critically, and systemically
- Address the public and professional groups
- Communicate effectively verbally and in writing
- Integrate and align strategy, people, and activities across functions, processes, and teams
- Translate vision and strategy into clear actionable goals
- Analyze administrative organizational problems and identify appropriate solutions
- Prepare and maintain complex reports and records
- Establish and maintain effective working relationships with employees, other agencies, and the public
- Follow written and verbal instructions
- Perform duties with minimal level of supervision

Minimum Qualifications of the Position:

- A bachelor's degree in Public Administration, Criminal Justice, Social Work, Political Science, Business Administration, or closely related field from an accredited college or university (Note: a master's degree or higher is preferred)
- Minimum three years of experience with criminal justice and/or government agencies or programs
- Experience collecting data, performing legal research, conducting systems analysis, preparing metrics and reports related to criminal justice programs to identify opportunities, and impacts of programs on criminal justice services

The ideal candidate will demonstrate experience in establishing and maintaining effective working relationships with CJCC members, county officials, elected officials, associates, colleagues, co-workers, stakeholders, representatives from other agencies, and the general public. The ideal candidate will possess initiative, follow through and political acumen. The candidate will demonstrate a proven ability to convene partners, facilitate diverse groups, and strategically identify linkages to implement innovative interagency efficiency that positively impact the criminal justice and collective impact system. The candidate will have experience collecting data, performing legal research, conducting systems analysis, preparing metrics and reports related to criminal justice programs to identify opportunities, and impacts of programs on criminal justice services.

Special Requirements:

- Valid Arizona driver's license

Class Specification:

EEO Category:	Officials/Administrators
FSLA Status:	Exempt
Class Code:	10532
Pay Grade:	G-19
Salary Range:	\$89,340-\$131,329
Revised Date:	07/01/2021