



**Job Description**

**Lafayette Parish Criminal Justice Coordinating Committee (CJCC)**

**Executive Director**

**Job Title**

Executive Coordinator/Planner/Analyst

**General Statement of Work**

Under limited supervision, the CJCC Coordinator/Planner/Analyst performs professional and technical work in support of the Executive Committee of the Criminal Justice Coordinating Committee. Work involves planning and meeting facilitation, 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. Employee has frequent contacts with local and state elected officials; judges; municipal, county, and state department heads; community-based professionals; parish residents; clients in the justice system and their families; victims; and the me­dia. While the position works for the entire Coordinating Committee the position reports to the Chair and Executive Committee operationally.

**Essential Job Functions and Duties**

**System Coordination Facilitation**

• Drafts meeting agendas, strategic planning documents, and bylaws

• Facilitates, leads or attends all Coordinating Committee or Subcommittee meetings. Observes group dynamics, shares observations, and addresses conflicts

• Creates agendas and leads groups through agendas

• Manages the learning and practice of systemic, coordinated, strategic policy planning among heads of local justice system agencies

• Helps CJCC members understand the importance, content, and process of systemic policy planning

• Provides a structured process for addressing issues

• Helps the CJCC maintain a systemic focus over time and manages timelines for addressing issues strategically and with defined start and stopping times

• Facilitates two-way communication between the committee and all other justice system program­matic or operational committees (e.g., boards or task forces and other stakeholders)

• Keeps records and documentation of proceedings and the committee’s achievements

• Writes grants or assists agencies in writing grants that promote the committee’s work (on a limited basis)

1. • Manages contractors and other office staff

**Research and Analysis**

• Gathers pre-existing data from published sources or local agencies’ computer information systems

• Compiles and analyzes local data on trends and makes forecasts

• Monitors new policies and legislation and forecasts their potential impact at the state and local levels

• Performs process and outcome evaluations of programs and policies

* 1. • Finds and distributes information on evidence-based or best practices, published statistical reports, and locally generated analysis

**Presentation and Instruction**

• Presents complex data and information in simplified and easily understood formats using tables, graphs, or other visual aids, and explains theoretical concepts in simplified terms

• Assumes, when necessary, a didactic role when presenting new concepts or information

• Trains justice system personnel in data collection and program evaluation methods, and presents new concepts or information

**Project Management**

1. • Plans, coordinates, and achieves all components of projects from beginning to end
2. • Meets projects’ requirements such as deadlines, budgets, and quality standards
3. • Produces deliverables and maintains a highly organized records system

• Provides information about specialized content areas

• Makes data based, best practice recommendations to committee members on making programmatic or operational improvements.

• Conducts customized analyses of agency-specific data and presets summary reports

**Minimum Qualifications of the Position**

The ideal applicants would have a doctorate degree in a relevant field such as social or behavioral sci­ence, statistics, law, criminal justice, public administration, public policy, political science, and a minimum of 2 years of related experience or more than 10 years in a related experience and a master’s degree in a relevant field.

**Abilities, Skills, Knowledge**

**Abilities**

1. • Think independently, rationally, analytically, and critically
2. • Relate effectively to a variety of professionals and other individuals in a variety of contexts
3. • Motivate self and others to pursue and accept change to the status quo, when appropriate
4. • Tactfully manage the concerns of policymakers who sometimes have competing priorities
5. • Empathically listen to others
6. • Maintain a systemic perspective of the justice system

**Skills**

• Manage student or volunteer staff’s performance on academic or other projects through teaching, men­toring, and feedback

1. • Conduct original research using the scientific method
2. • Collect and synthesize existing and relevant research literature
3. • Apply principles of the scientific method to research and analytic activities
4. • Analyze data using statistical procedures and tests
5. • Perform legal research, analysis, and writing
6. • Clearly and concisely communicate complex ideas orally and in writing
7. • Use word processing, spreadsheet, database, presentation, statistical, e-mail, and Internet software applications
8. • Develop and maintain electronic or paper documentation of short and long-term projects in an organized manner
9. • Consistently meet deadlines
10. • Convey to stakeholders a sense of professionalism, neutrality, and technical expertise
11. • Solicit and supervise the work of outside contractors for special projects or activities, when needed
12. • Combine new information and data with existing information and data to inform recommendations for future actions
13. • Apply individual and group problem-solving and decision making processes to novel situations
14. • Cultivate in others the perception of one’s objectivity and credibility

• Work as a consultant or technical resource provider to professionals at various levels of authority and influence

1. • Establish and maintain effective working relationships as necessitated by work assignments
2. • Perform duties with a minimal level of supervision

**Knowledge**

1. • Apply supervisory approaches (if supervising other planning staff)
2. • Be aware of the purpose, structure, and funding sources of government agencies at the municipal, parish, and state levels

• Know the case processing of defendants, offenders, victims, and clients in the criminal and juvenile jus­tice systems

• Interface among governmental and service agencies both within and outside of the justice system (e.g., social services or education system)

1. • Know local criminal and juvenile statutes

• Implement basic scientific research design and methods, especially those for the social or behavioral sciences, including levels and types of data; standards of reliability and validity; structure and logic of experimental design; strategies for collecting data; assumptions of common statistical tests; and stan­dards for interpreting, reporting, and displaying statistical results

1. • Use strategies and techniques for legal research, analysis, and writing

• Reference theories of criminology, and history, assumptions, and processes of the criminal and juvenile justice systems

• Understand evidence-based practices in adult corrections, prevention and treatment of violence, crimi­nal behavior, mental health and substance use

1. • Know the history, models, and principles of public administration and policy
2. • Be aware of systems theory and group dynamics
3. • Apply techniques for effective group facilitation and presentation

**Type of Work Environment**

Work for this position is performed in an office environment.