Criminal Justice Advisory Council (CJAC) Director

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SALT LAKE CITY, UT

Job Description

**JOB SUMMARY**

Serves as the director for system planning, stakeholder involvement, and the implementation of Criminal Justice Advisory Council (CJAC) recommendations. Manages the development of criminal justice dashboards and data visualization; coordinates all cross-agency criminal justice program evaluation. Works collaboratively with criminal justice stakeholders to pilot out new initiatives aimed and reducing recidivism and improving individual and system-wide outcomes.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Public Policy, Public Administration, Social Work, or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including management, leadership, budgetary, or project management; OR an equivalent combination of related education and experience.

**ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

* Carries out the CJAC directives which include gathering data, implementing initiatives, coordinating CJAC work groups, task forces, etc.
* Plans and participates in regular coordination meetings with the Mayor, Sheriff, District Attorney, and members of the County Council.
* Staffs all CJAC meetings, including preparing agendas, content, and focused systems change discussion.
* Meets with representatives of various criminal justice system agencies to implement priorities established by CJAC.
* Supervises staff, which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisals, and discipline.
* Works with agencies from within and outside the county to develop data sharing agreements that will allow cross-agency focus on criminal justice system outcomes.
* Works with CJAC Data Support Team to collect and analyze criminal and social justice system data to include monitoring of programs and system performance measures.
* Works with the CJAC Data Support Team to coordinate and oversee the development of criminal justice dashboards and the evaluation of cross-agency criminal justice programs.
* Maintains communication and relationships with national organizations that support the goals and vision of CJAC.
* Conducts research on best practices and review literature on programs proven to reduce recidivism.
* Works with the CJAC Team and other criminal justice stakeholders to plan, implement, oversee, and track data related to pilot initiatives.
* Researches additional issues specific to Salt Lake County as requested by CJAC.
* Serves as a policy advisor to the Mayor's Office on all criminal justice related issues and staff constituent meetings related to criminal justice policy.

**Location**: MAYOR ADMINISTRATION-1182

**Division**: CJAC Administration1023000100

**Salary**: $87,772 - $131,657

**Important Information**: This is an appointed at-will position without tenure and is exempt from the career service system.

**Position Type**: Appointed